
Meeting No. 1

DATE

Sept. 26, 2016

MEETING PURPOSE

Meet and discuss roles for each member.

ATTENDEES

- Vivian
- Dennis
- Anwar
- Ryan
- Alice
- Kedar
- Moath

MEETING TIME

12:45pm-1:15pm

AGENDA ITEMS

- Meet other members
- Decide on roles for each member
- Exchange contact information

TASKS AND ACTION ITEMS

- Familiarize ourselves with the Peach Galaxy source code
 - Decide on next meeting time
 - Set up a domain on Slack
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Meeting No. 2

DATE

Sept. 28, 2016

MEETING PURPOSE

Discuss Deliverable 1

ATTENDEES

- Vivian
- Dennis
- Ryan
- Anwar

MEETING TIME

1:30pm - 1:45pm

AGENDA ITEMS

- What is needed for deliverable 1
- Collaborate on potential questions to submit

TASKS AND ACTION ITEMS

- Ensure everyone is set up on Git
 - Familiarize ourselves with the Peach Galaxy source code
 - Brainstorm and review the questions for deliverable 1
 - Finalize the questions in a document and submit for deliverable 1
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Meeting No. 3

DATE

Oct. 4, 2015

MEETING PURPOSE

Discuss what is required for deliverable 2

ATTENDEES

- Vivian
- Dennis
- Anwar
- Ryan
- Alice
- Kedar

MEETING TIME

5:30pm - 6:30pm

AGENDA ITEMS

- Discuss what is required for deliverable 2

TASKS AND ACTION ITEMS

- Read the AcuityStar code and try to get an understanding of the code.
 - Find bugs or errors that could be fixed and document them
 - Look at the mandatory requirements for the final product, compare the AcquityStar code to it and find improvements (document it aswell)
 - Create a couple test cases
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Meeting No. 4

DATE

Oct. 14, 2016

MEETING PURPOSE

Ensure we are on the right track for deliverable 2

ATTENDEES

- Vivian
- Dennis
- Anwar
- Ryan
- Alice
- Kedar
- Moath

MEETING TIME

4:30pm - 5:30pm

AGENDA ITEMS

- Clarify that everyone understands what is required for deliverable 2
- Show each other any bugs we found
- Propose improvement ideas
- Explain proper test case matrices and unit testing procedures

TASKS AND ACTION ITEMS

- Complete unit tests (Qt test code)
 - Work on documentation
 - Complete the rest of the test matrices
 - Fix Peach Galaxy's code for any failing unit tests
-

Meeting No. 5

DATE

Oct. 18, 2016

MEETING PURPOSE

Meet and discuss roles for each member.

ATTENDEES

- Vivian
- Dennis
- Anwar
- Ryan
- Alice

MEETING TIME

6:30pm - 7:30pm

AGENDA ITEMS

- Ensure everyone is on track with the unit tests
- Mention deliverable 2 deadline extension

TASKS AND ACTION ITEMS

- Work on unit testing and the respective matrices
 - Work on the document
 - Finalize everything for submission (Due Oct. 21)
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Meeting No. 6

DATE

Oct. 31, 2016

MEETING PURPOSE

Work on and finalize deliverable 3.

ATTENDEES

- Vivian
- Dennis
- Alice
- Moath
- Kedar
- Anwar

MEETING TIME

12:00pm-1:30pm

AGENDA ITEMS

- Discuss what progress was made
- Ensure everyone knows what is required for deliverable 3
- Plan what features to implement/fix next after deliverable 3
- Ensure those with little github experience learn and fully understand how to use Git

TASKS AND ACTION ITEMS

- Finish code and unit test cases. Merge on git.
- Finish use case diagram and class diagrams (original and new one with our implemented features)
- Finish up any other mandatory documents (stage 2 plan [Trello]], agent-tasks spreadsheet)

Meeting No. 7

DATE

Nov 2, 2016

MEETING PURPOSE

Ensure everyone is ready and on track

ATTENDEES

- Vivian
- Dennis
- Alice
- Kedar
- Ryan

MEETING TIME

12:35-12:50pm

AGENDA ITEMS

- Ensure everyone knows and understands what is required for deliverable 4. The due date is November 23, but the progress check demo is on Nov 14.

TASKS AND ACTION ITEMS

- Delegate tasks: assign members/pairs to work on completing mandatory requirements
 - Focus on the remaining mandatory requirements: save session state, sort members by division, add two new graph types, user proof install, verify it works on windows 7, navigation of erroneous entries.
 - Stretch goals (lower priority): training video etc.
- Reorganize the Trello (task management tool) board for Deliverable 4 (move unfinished tasks from Deliverable 3 over)
- Ensure that the task cards on Trello correspond to what is needed for Deliverable 4

Meeting No. 8

DATE

November 22, 2016

ATTENDEES

- Vivian
- Dennis
- Alice
- Anwar
- Kedar
- Ryan

MEETING TIME

6:30-7:20pm

AGENDA ITEMS

- Organizing all code and bug fixes to be merged for the final product, as well as checking progress heading into the deadline.

TASKS AND ACTION ITEMS

- Focus on any and all yet to be finished mandatory requirements before working on bug fixes and stretch goals.
- Assign documentation workload, and discuss merging strategy.
- Reorganize Trello board to match the project state.

Meeting No. 9

DATE

November 23, 2016

ATTENDEES

- Vivian
- Dennis
- Alice
- Anwar

MEETING TIME

3:00-7:00pm

AGENDA ITEMS

- Merge and finalize code
- Finalize documentation

TASKS AND ACTION ITEMS

- Merge and finalize code
 - Resolve conflicts
 - Submit for deliverable 4
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Meeting No. 10

DATE

November 29, 2016

ATTENDEES

- Vivian
- Dennis
- Alice
- Anwar
- Ryan
- Kedar
- Moath

MEETING TIME

5:40-6:10pm

AGENDA ITEMS

- Discuss current progress in comparison to end goal
- Discuss deliverable 5 requirements
- Assign task to members
- Discuss solutions for improving team cooperation, communication and Git use

TASKS AND ACTION ITEMS

- Make the program work with new CSV <-anwar, alice
- The user selected list should show graph data<-moath
- Navigation of erroneous entries <-anwar
- Fix the two new graph types<-moath
- Fix the install<- vivian,dennis
- Easy install documentation (pdf tutorial and a readme) <-ryan
- Final document
 - Title page, ToC, requirements implemented <-vivian, dennis
 - System design
 - Use case diagram <-vivian
 - Class diagram <-anwar
 - Package diagram <- dennis
 - Design patterns <-vivian, dennis
 - Code inspection<-kedar, dennis
 - Implementation in c++ <-vivian, dennis
 - Development plans <-vivian, dennis
 - Lessons learnt<-ryan, dennis
- Test cases <- ryan, alice, kedar

Meeting No. 11

DATE

November 30, 2016

ATTENDEES

- Vivian
- Dennis
- Alice
- Anwar
- Kedar
- Ryan
- Nazim

MEETING TIME

1:30-2:30pm

AGENDA ITEMS

- Discuss and resolve group issues
- Hear what Nazim has to say

TASKS AND ACTION ITEMS

- Ensure that task delegation is fair
- Ensure that members are contributing meaningfully and fairly
- Ensure that members increase communication and participation

Meeting No. 12

DATE

December 7, 2016

ATTENDEES

- Vivian
- Dennis
- Alice
- Kedar
- Ryan
- (everyone else online)

MEETING TIME

2:00-7:30pm

AGENDA ITEMS

- Partition remaining tasks to get it done

TASKS AND ACTION ITEMS

- Finalize and submit
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