

SplitSmart – Meeting 1

Date of Meeting: 5/14/2023

Minutes Prepared By: Cristian Balan

1. Purpose of Meeting

- Member Introductions
- Project Overview
- Discuss who will be note taker and note uploader
- Discuss team member's experience for purpose of determining implementation language
- Discuss future meeting schedule
- Collect questions about project for future discussion

2. Attendance at Meeting

Name	Team
Cristian Balan	Group 3
Zane Richards	Group 3
Xavier Evans	Group 3
Leonardo Diaz	Group 3
Nick Azzouz	Group 3

3. Meeting Notes, Decisions, Issues

- Team introduced themselves and discussed relevant programming experience. We determined that most members have sufficient Python experience to make that the main programming language choice. The group also has some C++ experience which may be valuable if efficiency becomes an issue with the project implementation.
- Team went over the project and determined that there were a number of unanswered questions. Team decided to collect all the questions for the purpose of getting clarification from the professor. The question list is enumerated below.
- Team discussed who would be the note taker and who would upload the notes. It was decided that Cristian would do this.
 - The final meeting notes will be uploaded to GitHub Sunday night.
- Team discussed the meeting structure for the term. It was decided that we would schedule a regular meeting for Wednesday from 7pm throughout the term. The weekends would be reserved for any additional meetings that are needed for the project.
 - This decision is tentative pending Nick's availability.
- The subject of the first presentation brought up many questions for which we need clarification from the Professor. It was decided that the next meeting is when we will decide who will be the first presenter for the 5/31 presentation.

- It was also discussed that we should prepare as much of this presentation/document as possible for next week's meeting as the presentation is due in two weeks.
- Once we get more information from the Professor, we will decide how to split up tasks for first deliverable

3. Open Questions, Tabled Items, Outstanding Issues

- Questions related to first deliverable (5/31)
 - Does Prof. have a more detailed description of first deliverable? It was discussed that a template document, similar to the meeting notes template, would be helpful.
 - Do you have examples of a Risk Management Plan and a Test Release plan?
 - How we will design and implement making a user account.
 - When can we expect to see templates for the planning document?
 - Discuss what design patterns/architectures we will be implementing.
 - How many users do we expect to use this software simultaneously?
 - Should this application be designed in a web-format or a mobile application?
 - Possibly done all locally?
- Future Implementation Questions
 - What will be the implementation and test process?

4. Action Items

Action	Assigned to	Due Date	Status
Upload Meeting Notes and solicit questions about first deliverable	Cristian	5/14/23	In Progress
Team members read the term project document to understand goals	All	5/14/23	In Progress
Team members briefly discussed potential IDEs and software to utilize	All	5/14/23	In Progress
Collect agenda items for next meeting	All	5/14/23	In Progress
Take a look at the planning document	All	5/14/23	Open
Determine responsibilities for first deliverable	All	5/14/23	Open, pending professor's answers to project questions

5. Next Meeting

Target Date:	5/17/2023	Time:	7PM	Location:	Zoom
Objectives:	<ul style="list-style-type: none"> • Prepare first deliverable for 5/31 				