# Weekly Meeting Agenda

Date: Friday

Time: 2:30 PM

Duration: Around 80 mins

1. Welcome and Roll Call

**Duration**: 10 mins

1. Review of Meeting Agenda and Time Limits

**Duration**: 5 mins

1. Discussion About the Current Week Topic

Description: Discuss the topic or deliverables that are required to submit for the upcoming class. Distribute tasks to each team member.

**Duration**: 30 mins ~ 50 mins

1. Setting Up Project Status Document

Description: Creating a Word document for project status updates, including the requirements that the professor listed on Blackboard.

**Duration**: 15 mins

1. Unanticipated Items

**Duration**: 10 mins

1. Next Meeting Date and Adjournment

Description: Discuss the availability of the next meeting. May change the regular meeting date and time when a team member has higher priority issues.

**Duration**: 5 mins

# Project Management Tool

* Task Management (Jira)
* Meeting Schedule (Google Calendar)
* Design (Figma)
* Configuration management (GitHub)
* Documents (Google Drive)

# Risk Management

Likelihood: 1 - 10(1 = less likely)

Impact: 1 - 10(1 = less impact)

| # | Risk Title | Likelihood | Impact | Mitigation Plan |
| --- | --- | --- | --- | --- |
| 1 | Drop Course | 3 | 7 | Distribute the responsibility to other team members. |
| 2 | GitHub Repo Lost/Destroyed | 1 | 9 | Create a new repo with the latest version of code and documents that are stored in every team member’s computer. |
| 3 | Deficient development skills | 5 | 3 | Inform the team to learn the required skills earlier. (A couple of days before the start date of the task). |
| 4 | Misunderstanding Requirements | 5 | 7 | When planning and discussing detailed requirements, double-check if fully understood. |

# Roles and Responsibilities

|  | **Product Manager** | **UI Designer** | **Front-end Developer** | **Back-end Developer** | **Testing** | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- |
| Trisha Lalit |  |  |  | X | X | X |
| Shivani Roy |  |  |  | X | X | X |
| Sheng Zhang |  |  | X |  | X | X |
| Yinkai Xiong | X | X |  |  | X | X |
| Naren Karri |  | X | X |  | X | X |

**Trisha Lalit & Shivani Roy**: Responsible for back-end-related documentation. E.g. ERD diagram, API design.

**Sheng Zhang & Naren Karri**: Responsible for front-end-related documentation. E.g. UI design and explanation of client component structure.

**Yinkai Xiong**: Responsible for creating project management-related documentation. E.g. SCMP, SPMP. And UI design.