Each team should be writing a brief description summarizing the weekly meeting(s). All groups should hold at least one meeting per week. If only one meeting is held during the week, participation by all team members is expected. Members not able to attend the team meeting should provide current project assigned work status and requisite data prior to the team meeting. The team meeting minutes submitted will be part of the team grade.

Feel free to meet as often as needed, but only one “Weekly Minutes” submission needs to be accomplished per week. Please submit via Blackboard in a **Word** document file.

The format for team minutes:

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Team Name - Smart Park (CS)

Date of Submission - 3/6/22

Meeting Date & Time - 3/6/22 5:00 PM

Meeting Location - JBC

Meeting Duration - 1 hour

| Team Members | X = Present | Notes |
| --- | --- | --- |
| Phong Vo | X |  |
| Trong Van | X |  |
| Tuan Nguyen | X |  |
| Kevin Nguyen | X |  |
| Paulina Castaneda | X |  |

Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

We got a stack report going for how we want to approach our website, created an overall scope and rough draft for what we want our website to look like. Integrating the MapKit on Swift is going along well, we were able to put pins at the locations desired and create zoom in and zoom out features upon clicking the pins. Making the app consistent with using SF symbols given by Apple instead of using images.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Phong - Still working on Maps API and figuring out how to implement it into the application. He will be putting coordinates of Wichita State as the default to start out.

Trong - Created an overall rough draft of what the website will look like and where the navigation buttons will be. Still working on the draft with Paulina, but once the skeleton is created, we can start styling and implementing the website UI.

Tuan - Integrated SF symbols and gave them their own files in our code so that the symbols can be referenced when creating code referring to pins and parking spots.

Kevin - Implemented the colorblind setting that changes the colors of the application on toggle.

Paulina - Created a stack report that goes into depth with what our website will need and how we will create it using different languages for different purposes.

NOTES:

1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.

3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

| Team Member | Assignment | Due Date | % Complete |
| --- | --- | --- | --- |
| Phong Vo | Giving spots with coordinates unique identifiers (using last semester’s logic) | 3/27 | 0 |
| Trong Van | Creating CSS skeleton | 3/27 | 25 |
| Tuan Nguyen | Implementing interactive buttons that users use in the map view | 3/20 | 50 |
| Kevin Le | Colorblind mode (add it to main branch) | 3/6 | 90 |
| Paulina Castaneda | Create stack report | 3/6 | 100 |
|  |  |  |  |
|  |  |  |  |

Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

| Assignment | Due Date |
| --- | --- |
| Integrate Google Maps API | 2/27 |
| About and introduction page | 2/27 |
| Text-to-speech accessibility | 3/13 |
| Adding pinned locations | 3/13 |
| Create HTML/CSS skeleton for website | 3/13 |
| Implement parking lot counters, car counters, etc. | 3/13 |
| Colorblind mode | 3/6 |
| Stack report | 3/6 |
| Giving spots with coordinates unique identifiers | 3/20 |
|  |  |
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Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

A potential issue we are having is reframing how we want our application to work late into the semester. We have all of the logic and ideas from last semester, but we are thinking about transitioning from using a virtual parking lot to just using the actual parking lot on Apple Maps with the satellite view and giving identifiers to different coordinates on the maps (the parking spots).

Include the schedule for the next meeting:

Meeting Date & Time - 3/13/22 5:00 PM

Meeting Location - JBC