

Project Status Report 1

Group 8

Meeting Minutes: Week-3 / 9-24-23

The agenda of this week was to move from the planning phase to getting started with all required setups for the development and project management process. The agenda includes infrastructure setups like GitHub, Jira, and Confluence, starting a sprint in the Jira dashboard. Ensure that the team members are able to access all such platforms.

1. Goals for this week
 - a. Complete the project status report for week 3.
 - b. Create and add group members to GitHub as collaborators
 - c. Create a Jira dashboard and confluence page.
 - d. The directory structure for artifacts and all project-related documentation.
2. SPMP
 - a. Need to fill out the document
 - b. 6 sections need to be filled out
 - c. One section for each team member
3. Work done so far
 - a. Week 1:
 - Forming a team and discussing ideas based on strengths and weaknesses.
 - Finalizing a draft of the project proposal.
 - b. Week 2:
 - Features and functionality discussion.
 - Finalizing the final idea and plan for the project.
 - Delivered the final draft of the project proposal.
4. Documentation
 - a. How to organize documentation
 - b. Decided on the Google Drive folder for documents
 - c. All the artifacts will still be uploaded to GitHub.

5. Action items to be delivered by Tuesday
 - a. Setting up the Jira page.
 - b. Set up GitHub and access moderation for the team.
 - c. Delivering project status report.
 - d. Complete SPMP(half done will finish by Monday so we have time for editing).

GitHub: <https://github.com/abgupta09/Expense-monitoring-System/tree/main>

Jira: <https://soft-eng-fall23-g8.atlassian.net/jira/software/projects/SG/boards/1>

Individual Contributions:

Abhishek Gupta:

- Created a GitHub([GitHubLink](#)) repository with directory structure and permissions for the team members.
- Created a Jira dashboard([JiraLink](#)): Created a project, and started a project sprint for a duration of two weeks. Epic is created for backend development.
- Researching technical development architecture for the backend.
- Assistance with configuration and planning documentation.
- Final send-off for required submissions of week 3.

Julia Peterson:

- Took notes on the discussion topics (the minutes seen above).
- Edited the weekly report document to ensure proper formatting, grammar, and spelling
- Edited the SPMP to ensure that the design of the project and our goals were made clear

Haolong Yang:

- Finished Software Project Management Plan(SPMP) chapter 1, 2, 3, 7.
- Completed the Overview, Definition, Project Team Organization, and Managerial Process Plans. In addition, provide some references for SPMP.

Siddharth Krishnakumar:

- As a Scrum master, I ensured that each and every member of the team was able to communicate and collaborate efficiently.
- We decided on a convenient time for all the members to conduct weekly meetings and stand-up meetings to discuss progress updates and any impediments that arise in between.

- As a part of the security team, I also worked on the Risk management plan categorizing risks into High, Moderate, and low. Also, contributed by providing mitigation strategies for the categorized risks.
- In the upcoming week, we are planning to discuss the basic design of the application with the UI/UX team and coordinate with the developers to ensure that the progress is smooth.

Jiuzhou Lu:

- Completed Software Project Management Plan(SPMP) section 3.1, 4, 5, 6, 8, 9.
- Completed Team Organization Graph, Estimation, Scheduling table, and Planning & monitoring Sections after discussion with team members.
- Made partial edit in Project Management Tools and Risk Management Section with the collaboration of Abhishek and Siddharth.