Meeting Logs

**Meeting 01:**

**WHEN:** 09/18/24 @ 3:30 PM

**PURPOSE:** Discuss project plans and documentation. Establish team roles.

**ATTENDANCE:** Aidan, Trey, Ellie, Charley

**SUMMARY:**

Abishai was not present due to scheduling conflicts. Will work to find a better time for all group members.

Introduced ourselves to begin first meeting. Discussed programming language strengths, all attendees have the strongest background in Python.

Discussed best meeting days, Fri. @ 10:00-10:30 seems to be effective for 4/5 members.

TEAM ROLES:

**SCRUM MASTER:** TBD

**PROJECT LEAD:** Trey Baptista III

**TECH LEAD (Lead programmer):** Charley Findling

**QA LEAD:** Ellie

**UX DESIGNER:** TBD

**CONFIGURATION MANAGER/ASSISTANT LEAD:** Aidan Prather

**Project Management Plan Work Division**:

Section 1: Trey & Aidan

Section 2: Charley

Section 3: Ellie

Section 4: Ellie & Aidan

Section 5: Aidan

Planned to begin work on the Management Plan within the next week, filling out whichever sections can be completed at the time. Documentation work was divided between group members to better distribute the workload.  
  
Confirmed all attendees have access to the GitHub and planned for each to upload their information to the member\_information folder.

Discussed programming details, informing others about the C++ Bootcamp provided within the EECS KU wiki to better familiarize ourselves with the language.

**Meeting 02:**

**WHEN:** 09/20/24 @ 11:00 AM

**PURPOSE:** Assign all members a team role, finish dividing project plan, and make sure everyone has access to the GitHub

**ATTENDANCE:** Aidan, Abishai, Ellie, Charley

**SUMMARY:**

Trey was not present due to being out of town. The best solutions for meeting times entail 2 meetings a week, each with 4/5 members present.

\*NEW\* TEAM ROLES:

**SCRUM MASTER:** Aidan Prather

**PROJECT LEAD:** Trey Baptista III

**TECH LEAD (Lead programmer):** Charley Findling

**QA LEAD:** Ellie

**UX DESIGNER:** Abishai Mathai

**CONFIGURATION MANAGER/ASSISTANT LEAD:** Aidan Prather

**Project Management Plan Work Division**:

Section 1: Trey & Aidan

Section 2: Charley

Section 3: Ellie

Section 4: Ellie (4.0-4.3) & Abishai (4.4-4.8)

Section 5: Aidan

Discussed what a final product might look like in terms of GUI and development. Abishai is most familiar with C++, so he plans on helping with code is needed.

Made sure everyone had access to the GitHub, planned to finish the project plan by the following week.

**Meeting 02:**

**WHEN:** 09/27/24 @ 11:00 AM

**PURPOSE:**

**ATTENDANCE:** Aidan, Abishai, Charley, Ellie

**SUMMARY:**

Trey Was absent due to scheduling conflicts.

Discussed team names, decided on ByteMath. Our product name is the AEE (Arithmetic Expression Evaluator)

Discussed finishing touches on the project plan.