**CS673 Software Engineering (DERRIC)**

**Team 5 : CatFi**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of the document. For example, meeting 3 minutes is placed before meeting 2 in the document. The team leader should prepare a basic agenda for the meeting and team members should rotate to be the minutes taker. Each group should have at least one meeting per week, and you may have multiple meetings if needed.

**Meeting 4**

**Date and Time:**

**Place**:

**Participants:**

**Minutes taker:**

**Timekeeper:**

**Purpose:**

**Agenda:**

**Discussions:**

**Key Decisions:**

**Action Items:**

**Meeting 3**

**Date and Time:** 9/11/2023, 5:30PST

**Place**: Zoom Meeting

**Participants:** Zengrui Luo, Matthew Kluska, Brendan Truong, Aidan Chang, Derric Syme, Patounezambo Ouedraogo

**Minutes taker:** Aidan Chang

**Timekeeper:** Aidan Chang (45 minutes)

**Purpose:** To answer any questions from iteration 0 assignments

**Agenda:** Discuss individual iteration 0 assignments questions if any. Then talked about how we going to collaborate the iteration 0.

**Discussions:**

Matt gave a quick ran down on how we going to implement the ML model.

In order to minimize the frequencies of the meetings, we all decided to contribute to SPPP individually in our own time by Monday 6 pm EST the latest, then Matt will conduct the final approval/changes to the collaborated SPPP by Monday 9 pm EST.

We also had a brief discussion on the concept of the project presented by Aidan. No agreement or decisions were made as it was just a briefing since SDD is not dued till Iteration 1.

**Key Decisions:**

Each team member will contribute to the assignment before team leader conducting final approval to minimime the frequencies of the meetings.

**Action Items:**

Team member SPPP contribution is due Monday 6pm EST.

Team leader SPPP final approval/changes is due Monday 9pm EST.

**Meeting 2**

**Date and Time:** 9/10/2022 8:00pm ET

**Place**: Zoom

**Participants:** Zengrui Luo, Matthew Kluska, Brendan Truong, Aidan Chang, Derric Syme, Patounezambo Ouedraogo

**Minutes taker:** Derric Syme

**Timekeeper:** N/A

**Purpose:** Continue organizing iteration 0

**Agenda:** Narrowing down what kind of computer vision we’re thinking of. Team roles

**Discussions:** We’d like to do image recognition, starting with cat identification. We may expand the program to include more images.

Other features:

Report confidence level

Report accuracy

Metrics recording

Roles on team:

Team Leader - Matt

Design and Implementation Leader - Aidan

Configuration Leader - Derric

QA Leader - Brendan

Requirement Leader - Pat

Security Leader - Zengrui

SDD - Aidan

STD - Brendan

Meeting Minutes - Derric

Progress Report - Matt

Risk Management - Zengrui

Software Project Proposal and Planning - Pat (all participate)

Doc/CS673\_presentation1\_teamX - Derric

**Key Decisions:** Settled on a computer vision application, initially focused on cat identification.

**Action Items:** Assignments

SDD - Aidan

STD - Brendan

Meeting Minutes - Derric

Progress Report - Matt

Risk Management - Zengrui

Software Project Proposal and Planning - Pat (all participate)

Doc/CS673\_presentation1\_teamX - Derric

**Meeting 1**

**Date and Time:** 9/9/2022 7:30pm ET

**Place**: Zoom

**Participants:** Zengrui Luo, Matthew Kluska, Brendan Truong, Aidan Chang, Derric Syme

**Minutes taker:** Derric Syme

**Timekeeper:** Matthew Kluska

**Purpose:** Introduction

**Agenda:** Introductions

**Discussions:** What would we like to do for our project.

**Key Decisions:** We think we’d want to use AI/ML, maybe with computer vision. Perhaps comparing cats

**Action Items:** All team members will review possible project proposals.

Below is an example from a previous project (You shall delete this part in your meeting minutes)

**Date and Time:** 1/26/12 7 - 8PM

**Place**: Group Phone Call

**Participants:** Dan Spuches, Grace Hopkins, Craig Cato

**Minutes taker:** Dan Spuches

**Time Keeper:** Craig Cato

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Provide effort hours so far
* Finalize communication plan
  + Google group vs. Trello
* Find and discuss related works
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
* Brainstorm requirements
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Determine group name
  + Is this the same as project name? Yes
* Determine project name
  + Yet another weight tracker - taken
  + Yet another weight program - YAWP
    - Don't want to make YAWP noise when you stand on the scale
  + BodyStats
  + Yet another weight history program
  + Yet another weigh-in program
  + Yet another weight oriented program
* Provide effort hours so far
  + Members will email hours spent so far to Grace
  + Need to decide start/end of week
    - Week starts Saturday, ends Sunday
* Finalize communication plan
  + Google group - email distribution
  + Google code - upload and track all documents (including agenda, minutes, etc)
  + Trello - Discussions/brainstorming/to-do and completed tasks
* Find and discuss related works
  + http://download.cnet.com/Weight-Tracker/3000-2129\_4-10458217.html
  + weightchart.com
    - Web based
  + weightwatchers.com
    - Web based
  + Our project is standalone, not web based, open source (differentiator)
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
  + SVN or GIT?
    - We will use SVN
    - Tortoise SVN for windows
  + What license will we use?
    - Apache 2.0
    - What are the terms?
    - Need to tag all works with the license text from http://www.apache.org/licenses/LICENSE-2.0
* Brainstorm requirements
  + Functional
  + Non-functional
  + Desktop java standalone client
  + Not networked
  + Single user per instance
    - Future - multiple users
  + Need to be able to enter weights
  + Calculate BMI
  + Charting over time
    - Export charts?
    - Daily weight change
    - Monthly weight loss
    - Trending of data
    - Projections
  + Target weight
  + Sounds?
    - Applause for loss
    - YAWP for gain
  + Computerize printed charts
  + Print charts/data
  + Export and save functions
  + Options
    - Configurable units
      * English vs metric
      * LBS vs KG vs Stones?
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Project criteria
  + Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
  + Complexity - will be sufficiently complex
  + Originality - it is original because Craig created the concept
* Determine an approach/process to use
  + Waterfall with feedback/iteration
    - Ability to revisit requirements and re-shuffle priorities
    - Need to build in the ability to respond to risks as they arise and difficult requirements
  + Possibly some agile concepts/aspects - prototype and test driven
  + JUnit testing - test driven development
* Assign roles
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Key Decisions**

* Project name is YAWP - yet another weight-tracking program
* Google code
  + https://code.google.com/p/yawp/
  + We will use SVN on Google code
  + Source code license - Apache License 2.0
  + Labels - health, academic, java
* Time tracking
  + Week start on Sunday
  + Week end on Saturday
  + Get time to Grace by noon on Sunday
* Communication Plan
  + Use Google group for email communication
  + Use Trello for task tracking (to-do and complete) and discussions/brainstorming
  + Use Google Code for document and code repository, version control
* Roles assigned:
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Action Items:**

* Review terms of Apache license - Dan, Craig, Grace
* Submit time to Grace by noon Sunday - Dan, Craig, Grace