

## **Meeting Notes**

Team Meeting 3.23

**WHEN:** Saturday, March 23rd @ 17:30

**PURPOSE:** Fifth meeting

**ATTENDANCE:** (every team member) Andrew Huang, Keaton Xu, Hunter Long, Elizabeth Miller, and Katharine Swann

We went over the project Software Requirements Specifications (SRS) document together and reviewed the written sections in preparation to submit our final draft. We also reviewed any work done to the repository over the break. Including the meeting notes formatting changes to the name

**FUTURE:**

Review part 3 of the project assignment when made available.

## Meeting Notes

Team Meeting 3.02

**WHEN:** Saturday, March 2nd @ 17:30

**PURPOSE:** Fourth meeting

**ATTENDANCE:** (every team member) Andrew Huang, Keaton Xu, Hunter Long, Elizabeth Miller, and Katharine Swann

We went over the project Software Requirements Specifications (SRS) document together. After reviewing this we designated portions of the SRS to be done by the next meeting. Important to note the next meeting will be the day before part 2 is due. Roles unchanged.

Hunter made us aware he will not be present 3/30/24 due to being out of town.

### **PART TWO PARTS:**

Andrew: Sections 2.2 - 2.6

Hunter: Section 3.1 - 3.2

Keaton: Section 3.3 - 4

Katie \_ Section 2.1 - 2.1.7

Elizabeth \_ Section 1

*Each of the above parts of the SRS document will be completed by the designated team member by the next meeting on 3.23.24 at 17:30*

### **FUTURE:**

The team will not meet the following dates due to spring break: 3/9/24 and 3/16/24. All communication over the document can be done virtually prior to the next meeting. The next meeting the team will review the SRS and the team lead, Andrew, will turn it in that Saturday.

Note: update table of contents, appears not to auto-update

## Meeting Notes

Team Meeting 2.24

**WHEN:** Saturday, February 24th @ 17:30

**PURPOSE:** Third meeting

**ATTENDANCE:** (every team member) Andrew Huang, Keaton Xu, Hunter Long, Elizabeth Miller, and Katharine Swann

The group finalized all assigned portions of the Project Plan document and reviewed a final version.

Andrew saved the document as a pdf and uploaded it to GitHub.

**ROLES:** (restated/reabeled to match the Project Plan Documentation)

Project Manager \_ Andrew Huang

Assistant Project Manager \_ Hunter Long

Quality Assurance Engineer \_ Keaton Xu

Stakeholder \_ Elizabeth Miller

Project Coordinator \_ Katharine Swann

*Note: responsibilities have not changed, strictly a naming change*

**FUTURE:**

Reviewing the SRS and part 2 of the project when made available

## Meeting Notes

Team Meeting 2.17

**WHEN:** Saturday, February 17th @ 17:30

**PURPOSE:** Second meeting

**ATTENDANCE:** (every team member) Andrew Huang, Keaton Xu, Hunter Long, Elizabeth Miller, and Katharine Swann

Decided to use camelCase and reviewed roles and brainstormed for our team name

We were struggling with a relevant and/or sensical anagram so we went with our team lead's name and co, but we may rename our group later if another name comes up.

We went over the project description posted on announcements to canvas as well as the project plan document together. After reviewing both of these we designated portions of the project plan document to be done by the next meeting. Important to note the next meeting will be the day before part 1 is due. Roles unchanged from first meeting.

### **PART ONE PARTS:**

Andrew: Sections 4.1 - 4.2.2

Hunter: Section 2

Keaton: Section 4.2.3 - end of section

Katie \_ Section 1 - 1.5

Elizabeth \_ Section 3

*Each of the above parts of the project plan document will be completed by the designated team member by the next meeting on 2.24.24 at 17:30*

### **FUTURE:**

Present each team member's project plan document sections and implement any alterations as decided by the entire group. Submit project plan document, done by our project lead Andrew. As a group we decided to comment on the project plan document any questions and points of clarification for lecture Tuesday as we did not have all of the answers ourselves.

## Meeting Notes

Team Meeting 2.08

**WHEN:** Thursday, February 8th @ 19:30

**PURPOSE:** First meeting, set up

**ATTENDANCE:** (every team member) Andrew Huang, Keaton Xu, Hunter Long, Elizabeth Miller, and Katharine Swann (*meeting was held over Zoom*)

Due to scheduling conflicts we decided to meet over zoom for our first meeting, and the first thing we discussed was a regular meeting time and place for future meetings. We decided to meet every week on Saturdays at 17:30 in LEEP2.

The next item on our agenda was creating a GitHub repository. Andrew created one and shared it via email to every team member. After confirming access we moved on to designating roles. We have a group chat over iMessage to communicate outside of classes and meetings.

### **ROLES:**

Project Leader: Andrew Huang

Assistant Project Leader: Hunter Long

Quality Assurance Manager: Keaton Xu

Technical Lead: Elizabeth Miller

Organization/Scheduler Lead: Katharine (Katie) Swann

### **FUTURE:**

As a group we decided it would be crucial to sit in person and review GitHub together to become familiar with the platform as well as name our team at the next meeting. In person meetings will allow for better communication and ease of shared digital work.

By the next meeting our only big objective was to formalize these notes and share them to the repository so we had them in a visible location for our TAs and professor. As the scheduler that was Katie's responsibility

We will also decide on what case we want to use snake versus camelcase for the sake of consistency in our written code.