

Minutes of meeting :

[Begin]Meeting 1(in person) : 02/18/2019

Agenda : Brainstorming and creation of to-do list with respect to timeline

Points discussed :

- Task assignment for the first sprint.
- Weekly tasks discussed and delegated tasks for week 1.
- Tableau -> in order to check availability of Desktop vs Online vs Server vs Public

Meeting 2(remote) : 02/19/2019

Agenda : Use-cases refinement

Points discussed :

- Use case refinement -> metrics to consider
- High level implementation discussed, added topics to be explored in order to implement the project. Eg. Tableau, study of data ingest tools that can be used for the project.

Meeting 3(in person) : 02/21/2019

Agenda : Plan of implementation

Points discussed :

- Implementation started of use case 1 -> Python script
 - Low level implementation details related to the project such as implementation of the script, connection to Tableau and linking both the components.
 - Use case considerations-> metrics for each use-case, approaches to implement each use-case
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[Review]Meeting 4(in person) : 02/24/2019

Agenda : Tracking week 1 progress and action items for week 2

Points discussed :

- Tableau public implementation – how? To be discussed
- Python script – to complete for use-case 2
- Completing backlog of week 1
- Delegation of tasks for week 2 – Python script for use case 2, Tableau portal creation, obtaining mock data from repositories, defining data formats(each task delegated to 1 team member).

Meeting 5(in person) : 02/26/2019

Agenda : Use case finalization, portal creation

Points discussed :

- Based on the suggestions from professor, the metrics to be considered were decided.
- Implementation review for use case 1.
- Portal creation – HTML page vs direct Tableau -> TBD

Meeting 6(in person) : 02/28/2019

Agenda : Tableau finalization

Points discussed : Finalized Tableau Public in order to go forward with portal implementation.

[Review]Meeting 7(remote) : 03/03/2019

Agenda : Track progress for week 2, decide next steps for week 3

Points discussed :

- Revisiting the implementation and checking the progress till now.
- Assignment of tasks to team members for week 3.
- To complete creation of HTML page for the portal, embedding to Tableau graphs here.

Meeting 8(in person) : 05/03/2019

Agenda : Use case 3 to complete Python script, HTML page for portal

Points discussed :

- Complete Python script for “libraries use-case”
- HTML page for the portal to be created

Meeting 9(in person) : 06/03/2019

Agenda : Integration of tasks completed till date

Points discussed :

- Components done : Python scripts, HTML page and Tableau visualization
- To do : Integration of these components

Meeting 10(in person) : 07/03/2019

Agenda : Integration of tasks completed till date

Points discussed :

- Worksheets maintained till date to be added
- Review integration related tasks
- Action items : Integration of components, screencast script

Meeting 11(in person) : 08/03/2019

Agenda : Screencast and completing milestone related documentation

Points discussed :

- Action items : screencast recording, milestone document, final implementation checks
- Review of screencast and submission