**Week 15 Call in Meeting (4/25) - Iteration 3**

**Date and Time:** 04/25 8:00-8:40 pm

**Place**: Conference call

**Participants:** Allen, Chris, Randy, Tiger, Shu, Vikrant, Penda

**Minutes taker:** Allen

**Timekeeper:**  Allen

**Purpose:** Weekly meeting and communicate with team members on the iteration 3

**Agenda:**

Discuss the progress of everyone’s work.

Finalize presentation on 4/27.

**Status:**

All tasks are complete for Iteration 3.

Finalizing the presentation slides.

Waiting for Vikant and Shu to upload slides.

**Discussions:**

* Responsibilities for presentation. Each member has to speak.
* Each member has to present information for the lead role that they are responsible for.
* All documentation must be in github by tomorrow.
* Update SPPP document by tomorrow.

**Key Decisions:**

Everyone needs to add test descriptions to the test document.

This will need to be done by tomorrow.

**Week 13 Call in Meeting (4/11) - Iteration 3**

**Date and Time:** 04/11 8:00-8:30 pm

**Place**: Conference call

**Participants:** Allen, Chris, Tiger

**Minutes taker:** Tiger

**Timekeeper:**  Tiger

**Purpose:** Weekly meeting and communicate with team members on the iteration 3

**Agenda:**

Discuss the progress of everyone’s work and problems

**Status:**

1. Chris finished project-level attachment deletion, and will work on implementing HTTPS and unit tests
2. Allen finished the unit test and run coverage report well
3. Tiger finished story type in ice box ,and will fix small bugs laterand work on unit tests

**Discussions:**

* Everyone worked well on their jobs. If all goes well, we will try some more interesting features.
* Remind all other team member to update their parts of SPPP document
* We will have a dial-in meeting on the 04/20 because there is no class due to a holiday
* Leave last week for testing and merging and getting documents prepared

**Key Decisions:**

1. Each team member needs to finish their job by next Sunday.
2. Each team member needs to update their sections of the SPPP

**Week 12 In Class Meeting (4/6) - Iteration 3**

**Date and Time:** 04/06 8:25-9:00 pm

**Place**: In class

**Participants:** Allen, Chris, Randy, Tiger, Shu, Vikrant, Penda

**Minutes taker:** Chris Willis

**Timekeeper:**  Chris Willis

**Purpose:** Figure out what unit tests people will work on to improve code coverage

**Agenda:**

1. Discuss what everyone is working on this iteration and decide what unit tests people will work on

**Status:**

1. Chris is working on project-level attachment deletion, implementing HTTPS, and unit tests
2. Vik is adding a display of user assigned stories, backlog template, and unit tests
3. Randy is working on additional project detail information (e.g. adding backlog, etc.) and unit tests
4. Penda is working on adding priority to stories and unit tests
5. Allen is working on unit testing
6. Tiger is working on adding story type in ice box and unit tests
7. Shu is working on unit testing

**Discussions:**

* Everyone will pick a model from our code coverage report and create unit tests to increase coverage
* Each team member needs to update their sections of the SPPP
* Hard deadline of two weeks from today (04/20)
* We will have a dial-in meeting on the 04/20 because there is no class due to a holiday
* Leave last week for testing and merging and getting documents prepared

**Key Decisions:**

1. Unit tests that people will be working on:
   1. Randy will do story
   2. Vik will do iteration
   3. Allen will do story\_attachment and story\_comment
   4. Tiger will do task
   5. Chris will do user\_manager and files
   6. Shu will do project
   7. Penda will do project\_api

**Week 12 Call-in Meeting (4/4) - Iteration 3**

**Date and Time:** 04/04 8:00-08:30 pm

**Place**: Conference call

**Participants:** Allen, Chris, Randy, Tiger, Shu, Vikrant, Penda

**Minutes taker:** Shu, Vikrant

**Timekeeper:**  Shu, Vikrant

**Purpose:** Make coverage test report and prepare for presentation

**Agenda:**

1. New task and stories for Iteration 3

2. Backlog story and attachment story improvement

3. Testing planning for Iteration 3

**Status:**

1. Merged Iteration2 work to master branch.
2. Creation of new branch for this iteration.
3. Need to focus on testing and code coverage for this iteration.
4. Need to decide task for this iteration.

**Discussions:**

* Backlog of iteration 3. Model part is ready ,needs to sync with template and view.
* Change of attachment story at project level.
* Unit testing to increase code coverage by focusing on model level.Distribution of task for testing based on different models.
* Retrack the stories on pivotal tracker to remove the repetitive and redundant story for this new iteration.
* Creation of one branch for this iteration, looking at timeframe for this iteration.

**Key Decisions:**

1.Finish the development phase in 2 weeks and dedicate the rest of time for unit testing.

2. We decided to track 2 things in Pivotal tracker: new story or improvisation on current feature. And model on which we will cover unit testing

3.Update the icebox on pivotal tracker to weed out redundant stories.

4. New branch for this iteration is ready to use.

5.We decided to finalise on it in Wednesday's meeting at 5pm.

**Week 11 Call-in Meeting (3/28) - Iteration 2**

**Date and Time:** 03/28 8:00-08:30 pm

**Place**: Conference call

**Participants:** Allen, Randy, Tiger, Shu, Vikrant

**Minutes taker:** Tiger

**Timekeeper:**  Tiger

**Purpose:** Make coverage test report and prepare for presentation

**Agenda:**

1. Final review of iteration #2

2. Discussion about presentation

3. Finish code coverage report

**Status:**

* Complete iteration #2
* Finished up new features and unit tests

**Discussions:**

* Randy will write the presentation and Vikrant will do the presentation
* Shu will do some simple guidance documentation on QA and finish the coverage test report with Tiger
* There still are some functions need to be improved on backlog and will be solved in iteration #3
* Moving “Icebox” to upper level seems make it duplicate with “Iteration”
* Everyone should send code review to Shu and gathered in QA logs

**Key Decisions:**

* Coverage test and report will be finished before Wednesday
* Presentation will be done on Wednesday
* No more commits to Git before presentation.

**Week 10 Class Meeting (3/23) - Iteration 2**

**Date and Time:** 03/23 8:30-09:20 pm

**Place**: In-person

**Participants:** Allen, Chris, Randy,Vikrant, Tiger, Panda, Shu

**Minutes taker:** Randy Charland

**Timekeeper:**  Randy Charland

**Purpose:** Implementation Review for Iteration 2

**Agenda:**

1. Team sync on status

2. Discussion about backlog story and attachment story.

3. More on code coverage report.

**Status:**

* Completing iteration #2
* Finishing up the attachment feature and backlog new features

**Discussions:**

* We determined what we need to complete regarding the attachment feature, this being the download and delete buttons within each story
* We also determined what we need to finish regarding the backlog feature, that being moving the Icebox up to the project level, make the backlog reference story objects, and have the backlog use the iteration template for display
* There was a discussion about the using an automated tool to do test coverage, Shu and Tiger will research what we can use
* We’ve determined that we need until Sunday to finish development efforts, with testing beginning on Monday
* So far the majority of the unit and UI tests that were created are still working during regression testing

**Key Decisions:**

* We will continue to finish up the Attachment and Backlog features until Sunday
* Testing will commence on Monday
* We will employ an automated test coverage tool

**Week 10 Call-in Meeting (3/21) - Iteration 2**

**Date and Time:** 03/21 8:30-09:00 pm

**Place**: Conference call

**Participants:** Allen, Chris, Randy,Vikrant, Tiger, Panda

**Minutes taker:** Vikrant Sanghvi

**Timekeeper:**  Vikrant Sanghvi

**Purpose:** Implementation Review for Iteration 2

**Agenda:**

1. Team sync on status

2. Discussion about backlog story and attachment story.

3. More on code coverage report.

**Status:**

* Confirm the new feature of attachment.
* All new finished story are pushed to github on devteam1\_iteration2 branch .

**Discussions:**

* We discussed about the development on attachment story where Allen and chris faced issue with http request for new model created for attachment storage(story\_id). Code worked at project level but issue at story level.
* At the story level, attachment model code needs to be sync up with the template code.
* We discussed about the backlog story where we are having the issue of http 500 error, which panda resolved.
* Updating of SPPP document for iteration 2.
* Iteration end date story status.
* We discussed about creating tests for the development we have done.

**Key Decisions:**

* We decided to create new unit test and the plugin to be used in wednesday's meeting.
* We discussed to push the new changes to github.
* Decided to create new channel for specific story to communicate efficiently on slack.

**Week 9 Call-in Meeting (3/17) - Iteration 2**

**Date and Time:** 03/16 8:40-09:00 pm

**Place**: Class Meeting

**Participants:** Allen, Chris, Randy,Vikrant, Shu, Tiger

**Minutes taker:** Randy Charland

**Timekeeper:**  Randy Charland

**Purpose:** Implementation Review for Iteration 2

**Agenda:**

1. Team sync on status on development of new features

**Status:**

* We confirmed status concerning the new attachment feature at story level, the backlog new feature, and increasing the information available in the Project Detail page.

**Discussions:**

* We confirmed Chris, Allen, and Randy would do remaining work on attachment feature and that we feel we can insert it at the story level
* Confirmed Panda and Vick will work on new Backlog feature where Panda will do main Backlog feature and Vick will work on Backlog display in project detail. Panda feels he can complete the feature in the time allotted.
* Tiger will work on improving Project Detail information with his sprained hand.

**Key Decisions:**

* We will stick with attachment feature and backlog feature for this iteration and attempt to complete by next week

**Week 9 Call-in Meeting (3/14) - Iteration 2**

**Date and Time:** 03/14 8:00-10:00 pm

**Place**: Conference Call

**Participants:** Allen, Chris, Randy,Vikrant, Shu, Panda

**Minutes taker:** Vikrant Sanghvi

**Timekeeper:** Vikrant Sanghvi

**Purpose:** Requirements finalise for Iteration 2

**Agenda:**

1. Team sync on status

2. Discussion about requirement gathering and finalisation.

3. More on code coverage report and SDD.

**Status:**

* Stories and corresponding task have been decided for the iteration 2.
* Individual task have been assigned among team members.
* New branch for iteration 2: devteam1\_iteration2

**Discussions:**

* We discussed about code coverage matrix generation and available packages in python for it .
* Sync up with team on requirements recorded in pivotal tracker and division of task among team members.
* Backlog story for project needs more detailed discussion on wednesday. We discussed how we can divide the template task and model, view task among different members and get things done at faster pace.
* Updating of SPPP document for iteration 2.
* Documenting SDD for Backlog functionality .

**Key Decisions:**

* We will get more understanding on iteration 2 Stories and tasks in wednesday meeting.
* We will be using inbuilt package for generation of code review report. The QA Lead will research more into it.
* The design lead will look at previous classes and lecture notes on Encounter to see what is required in the SDD
* Everyone uses new branch for this iteration 2 created by Configuration Lead.

**Week 8 Call-in Meeting (3/7) - Iteration 2**

**Date and Time:** 03/07 8:00-10:00 pm

**Place**: Conference Call

**Participants:** Allen, Chris, Randy, Shu, Vikrant

**Minutes taker:** Randy Charland

**Timekeeper:** Randy Charland

**Purpose:** Requirements generation Iteration 2

**Agenda:**

1. Team sync on status

2. Ideas for iteration 2 bug fixes and new features

3. Plan to synch PivotalTracker stories for iteration 2

**Status:**

* Need to add the following possible stories:
  + Fixing attachment failed bug when no file is attached
  + Add File Attachment application/view to story level
  + Fix iteration start/end date bug
  + Create Backlog story queue within a project
    - Assign a priority to each story when in the Backlog and list in priority order
  + Updating Project Dashboard view to include additional information
    - Changing the behavior of the Project Name hyperlink

**Discussions:**

* We discussed which major areas we wanted to tackle for iteration 2
* We discussed how we would want to change the file attachment feature, main decisions were to fix the current bugs and to add a file attachment feature to the story level
* We also discussed how we could improve the Project Dashboard display to include having the hyperlink for the name actually open the project and also list a summary of the stories and iterations within the project
* Also we talked about adding a story backlog queue within a project and it would list stories in a prioritized order
* Lastly, we will fix iteration start/end bugs
* Discussed the need to more formalize the QA process for the iteration 2, e.g. test metrics and code review process
* It was also discussed what is necessary for the Software Design Document (SDD)

**Key Decisions:**

* Major areas include the file attachment feature, fixing existing bugs, adding the a prioritized backlog feature, and updating the Project Dashboard view
* The team leader new stories to PivotalTracker and will assign a story to each team member to add tasks within the story
* Stories and tasks will be defined and assigned by next Monday 3/14
* The QA lead will research what is required from a testing reporting and metric perspective and also what a formal code review needs to look like
* The design lead will look at previous classes and lecture notes on Encounter to see what is required in the SDD
* Create new branch in github for iteration 2

**Week 7 Call-in Meeting (2/29) - Iteration 1**

**Date and Time:** 02/24 5:00-6:00 pm

**Place**: In person

**Participants:** Allen, Randy, Panda, Tiger, Vikrant, Chris

**Minutes taker:** Allen

**Timekeeper:** Allen

**Purpose:** General discussion on the presentation for the end of iteration 1

**Agenda:**

1. Team sync on status

2. Plan presentation discussion. Chris and Tiger will present presentation using the following outline.

1. requirement analysis

2. how to understand current system

3. testing.

4. demo.

**Status:**

* All code changes have been completed. Randy will merge the two dev team branches into the main branch.

**Discussions:**

* Update the SPPP document.
* Discuss how the next iteration will go. We discussed add features and fixing a few issues.
* We discussed combining the team for the next iteration.
* Panda to create a list of tasks for the next iteration. At least one task for each person.

**Key Decisions:**

* Randy will merge the two branches.
* No more commits to Git before presentation.

**Week 6 - Iteration 1 (2/18-2/24)**

**Date and Time:** 02/24 5:00-6:00 pm

**Place**: In person

**Participants:** Allen, Randy, Panda, Tiger, Vikrant, Chris

**Minutes taker:** Chris

**Timekeeper:** Chris

**Purpose:** general sync and plan code review strategy

**Agenda:**

1. Team sync on status

2. Plan code review process

**Status:**

* Same as 02/22 meeting

**Discussions:**

* How to go about code review
* Figured out that Chris was running pip globally inside the virtualenv instead of using ./pip. Selenium now works in his environment
* How to deal with commits between now and presentation

**Key Decisions:**

* Randy will create a PDF of the difference in code between the current iteration and the master.
* Team will review the code the issues and give feedback
* No more commits to Git before presentation

**Week 5 - Iteration 1 (2/18-2/24)**

**Date and Time:** 02/22 8:00-9:00 pm

**Place**: Call-in

**Participants:** Allen, Randy, Panda, Tiger, Shu, Vikrant

**Minutes taker:** Panda

**Timekeeper:** Panda

**Purpose:** Provide iteration 1 status. Confirm tasks assigned to each team member.

**Agenda:**

1. Provide status update

2. Confirm iteration tasks for the rest time of iteration

3. Meeting attendance and scheduling

**Status:**

* Allen - Created three unit tests in requirement/tests/unit/test\_project\_api for attachment feature. Added new method to requirement/models/file.py.
* Randy - Created requirement/tests/unit/test\_iterations.py unit test for the iteration date bug, and fixed errors in requirements/tests/ui/test\_projects.py and issue\_tracker/tests/test\_login.py
* Panda - fix errors in requirement/tests/ui/test\_projects.py
* Shu - Fix bugs in requirements/tests/ui/test\_user\_project.py
* Tiger - Add a new function in the unit test requirement/tests/unit/test\_iterations.py

Fix bugs in requirements/tests/ui/test\_user\_project\_and\_iteration\_permission.py

* Vikrant - Fix errors in issue\_tracker/tests/test\_create\_issue.py
* Chris - Still working on understanding development environment.

**Discussions:**

* We discussed the status of iteration 1 development tasks. We went through each person’s work.
* We shared experiences about how to using git/github, selenium, how to do python unit test.
* We discussed what tests that remained to be fixed and assign remaining tests to folks.
* We will create two user stories to address the fixing of Requirement Tool and Issue Tracker bugs
* We will being the code review and merge process after Wednesday’s class

**Key Decisions:**

* We need to look at requirements/tests/ui/test\_project.py to make sure there is actually an error - Vikrant says it runs fine for him
* Folks will continue to work on unit and selenium tests on Wednesday
* Next meeting note taker for next meeting will be Shu
* Chris, Vikrant and Tiger will brief iteration 1 presentation
* Meet before Wednesday class to share experience on using git, python unit test.
* Will next work on verifying quality, performing code reviews, and merging code.

**Previous meeting items for discussion:**

* People will do UI testing and the other folks will do unit testing.
* The week before the iteration we integrate the two teams code.

**Call-in meeting (02/08)**

**Date and Time:** 02/08 7:00-8:50 pm

**Place**: Call-in

**Participants:** Allen, Chris, Randy, Shucheng, Enda

**Minutes taker:** Allen

**Timekeeper:** Allen

**Purpose:** Review SPPP document for wednesdays Class

**Agenda:**

1. Make sure all sections in the SPPP document are completed.

**Status:**

* Requirement analysis and Initial planning for iteration planning is complete

**Discussions:**

1. Discussed the Desirable features and the Optional Features.

2. Discussed forming smaller groups.

**Key Decisions**

Group the team into 2 smaller groups.

3 people in one group.

4 people in the other.

One team will work on UI testing and the other team will on unit testing.

The week before the iteration we integrate the two teams code.

**Week 4 - Iteration 1 Start (2/10-2/17)**

**Date and Time:** 02/15 8:00-xxx pm

**Place**: Call-in

**Participants:** Allen, Randy, Panda, Tiger, Shu, Vikrant

**Minutes taker:** Randy

**Timekeeper:** Allen

**Purpose:** Confirm development teams, status update, confirm iteration 1 stories, work breakout

**Agenda:**

1. Provide status update

2. Confirm iteration 1 stories

3. Confirm work breakout

4. Meeting attendance and scheduling

**Status:**

* Allen - Still learning the Django framework
* Randy - Described git, learning django unit and selenium testing , showed where the existing test scripts are
* Panda - Looking into Selenium testing using Java framework
* Shu - Still learning the Django framework
* Tiger - Homework 2, still learning python unit testing
* Vikrant - Learning git and learning QTP web testing framework, a possible replacement for Selenium

**Discussions:**

* We discussed how we should integrated into the framework
* Discussed new git repository and how to re-clone, will post notes to Slack
* Discussed the existing unit test and selenium test scripts that are currently in the project under “tests” directory
* Confirmed iteration 1 stories - Team 1 will work on attachment bug and Team 2 will work on the iteration date bug, tests applicable to not only the bug but other features of the attachment and iteration creation functions
* Confirmed additional meeting the hour before class, starting 2/24

**Key Decisions:**

* Decide on whether you will create unit tests and UI tests by 2/17
* Due date for working unit and selenium tests on Monday 2/22
* Due date for testing, code review, merging is Monday 2/29

**Previous meeting items for discussion:**

* People will do UI testing and the other folks will do unit testing.
* The week before the iteration we integrate the two teams code.

**Call-in meeting (02/08)**

**Date and Time:** 02/08 7:00-8:50 pm

**Place**: Call-in

**Participants:** Allen, Chris, Randy, Shucheng, Enda

**Minutes taker:** Allen

**Timekeeper:** Allen

**Purpose:** Review SPPP document for wednesdays Class

**Agenda:**

1. Make sure all sections in the SPPP document are completed.

**Status:**

* Requirement analysis and Initial planning for iteration planning is complete

**Discussions:**

1. Discussed the Desirable features and the Optional Features.

2. Discussed forming smaller groups.

**Key Decisions**

Group the team into 2 smaller groups.

3 people in one group.

4 people in the other.

One team will work on UI testing and the other team will on unit testing.

The week before the iteration we integrate the two teams code.

**Week 3(02/03- 02/10)**

**Date and Time:** 02/03 8:20-9:30 pm

**Place**: MCS B23

**Participants:** Allen, Chris, Randy, Yue, Vikrant, Enda, Ashutosh

**Minutes taker:** Vikrant

**Timekeeper:** Vikrant

**Purpose:** Prepare for the planning phase

**Agenda:**

1. Software project proposal and planning document.

2. Narrow the requirements to specifics.

3. Direction for the planning phase.

4. Testing and framework knowledge.

**Status:**

* Requirement analysis and preparation for planning

**Discussions:**

1. Divided the task of documenting SPPP in regard with our role and then review it as a team in mid week meeting.

2. Discussed few of the areas of the dashboard functionality and bugs which need revamp in iteration.

3. Discussed on the prime focus for iteration 1 and led down the things for planning phase.

4. Everyone decided to get familiar to the framework used in project.

**Key Decisions**

1. Task for SPPP documentation assigned.

2. Record them on pivotal tracker after analysing in mid week meeting.

3. Decided to narrow down the requirement to 5 or so and focus on them for iteration 1.

4. Divide the learning framework task among all to speed up the learning curve as a team.

**Week 2 (01/27 - 02/03 )**

**Date and Time:** 1/31 8:00-8:40 pm

**Place**: conference call

**Participants:** Allen, Chris, Randy, Yue, Vikrant

**Minutes taker:** Yue Lei

**Timekeeper:** Yue Lei

**Purpose:** Prepare for the first iteration

**Agenda:**

1. Gather improvements or new features from all team members

2. Prepare all develop environment and tools

3. Direction for the first iteration

**Status:**

* Requirement analysis and preparation for first iteration

**Discussions:**

1. Whether we should merge the requirement tool with issue tracker? Determine which part we should focus on.

2. Everyone could get free VMware from bu and Chris has uploaded the ova file to the google drive. Install vm, download ova file and make sure the code running well.

3. All team members send their story lists from email. Allen will gather and send them to the whole group. What we should we do first iteration? Bugs fix? Enhancement? New features? Everyone read the whole story lists and We need to decide 5 really detailed stories next meeting on Wednesday’s class.

**Key Decisions**

1. We choose requirements tools to work on.

2. Eclipse+pydev/ VMware/ Git

3. Decide 5 really detailed stories and be ready to start first iteration on next Wednesday.

**Week 2 (01/27 - 02/03 )**

**Date and Time:** 1/27 8:30-9:20 pm

**Place**: MCS B23

**Participants:** All team members

**Minutes taker:** Yue Lei

**Timekeeper:** Yue Lei

**Purpose:** Project Kickoff Meeting

**Agenda:**

1. Introduction to each other
2. Determine group name
3. Assign roles
4. Choose working tools and environment
5. Decide optional meeting hour
6. Discuss the previous project management tool and assign tasks

**Status:**

* Getting started with project

**Discussions:**

* Everyone comes up with his ideal group name and discuss on it
* We decided to keep using all the tools and environment used by previous group in case of wasting time
* Optional meeting hour is flexible depending on the needs, which may be various in the form of meeting, video conference, calls or on slack
* Team discussion on what we need to do firstly

**Key Decisions**

* Group name is “Team Alpha”
* Assign roles

Team leader: Allen Tshudy

Backup team leader : Randy Charland

Configuration leader: Randy Charland

Environment and integration leader: Chris Willis

Requirement leader: Yue Lei

Design leader: Vikrant Sanghvi

Implementation leader: Enda Peng

QA leader: Ashutosh Singh

Security leader: Allen Tshudy

* Planning to meet sunday night at 8 for 30 mins
* Task for this week
  + Setup tool locally from git repo
  + Brainstorm 3-5 ways various aspects of the tool can be improved upon
  + Research other project management tools and brainstorm 3-5 features we could add to the existing tool (If you don't have enough time to do both 2 and 3 that's fine. You can just choose one of the two options. Ideally, you would do both though.)
  + Think about which of the 3 parts of the existing project you would like the group to focus on (e.g. bug tracker, communication tool, etc.)

An Example from previous project:

**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 p3roject 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