**CS673S15 Software Engineering**

**Project 13 Meeting Minutes**

**Week 3 (02/09 - 02/15)**

**Date and Time:** Wednesday February 11, 2015 8:30 PM

**Place**: BU EPC 204

**Participants:** Joshua Darrieulat, Samer Abu-Nasser, Chun Kai Huang (Kenny), Lin-Kei Tseng (Ted), Jerrold Ansman, Ya-Lan Tsao (Amy), Joe Driver

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**Minutes taker:** Samer Abu-Nasser

**Timekeeper:** Samer Abu-Nasser

**Purpose:** Kick-off first iteration tasks and review progress

**Agenda:**

1. Discuss presentation
2. Decide on project process
3. Focus points & tasks for the first iteration

**Status:**

* Team is still learning new tools, focus on Git, Django and Web Design
* Pivotal Tracker needs to be upped

**Discussions:**

* Project Process – Kanban using pivotal tracker
* Learning issues/curve
* Environment
* Meeting Methodology

**Key Decisions**

* Kanban process – decide on tasks and people pick them up according to expertise, resources and pairing.
  + Each team member to create mockups to begin brainstorming the issue tracking tool and requirements.
* Focus on strengths of people without exhausting resources and allow for people to develop new skills
* Josh will setup initial environment
* Once after class and on weekends via google hangouts

**Action Items:**

* Meeting on Sunday to review iteration tasks @ 5pm on video