**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:** Review learning progress, issues and tasks for the next week.

**Agenda:**

1. Discuss & assist on the Django learning curve and environment setup
2. Review tasks from last week
   1. User Stories review (Ice Box – Pivotal Tracker)
      1. Make sure requirements are clear to all team members
3. Assign tasks for the next week
4. Discuss Project Process with Client

**Status:**

* Team is still learning new tools, everyone is on Git, Django local environment and creating an application is in-progress and Web Design (Bootstrap software).
* User Stories review
  + User stories were reviewed and decided which stories go for this sprint.
* Tasks determined based on user stories reviews and the requirements discussions (see vpp file in github).
* Project Process will be Kanban, Client Iteration is broken down into sprints (the sprints are the week lengths up to the iteration end). This is done to allow for team members to work on tasks during off-work hours as need be. The sprint tasks should aggregate to complete the Iteration requirements.

**Discussions:**

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

**Key Decisions**

* Project process will be the iteration and sprint referenced/explained earlier in this document.
* The following tasks should give us a good heading to meet the first iteration deadline in 2 weeks.

**Action Items:**

* Meeting on Sunday @ 4pm to review progress of the tasks
* **Samer** to create class model of the Issue (Possibly Sub-class)
* **Joe** to create bootstrap html/CSS of Issue Report.
* Make sure everyone has been able to launch the Django application environment on GitHub.
* **Ted & Joe** will be putting up a dashboard page (in bootstrap work with Joe)
* **Josh** will be doing the Restful Services Setup 🡪 Dependency on issue class model by samer.
* **Jerrold** will be doing multi-view dashboard.