**S673F16 Software Engineering**

**Team 3 Meeting Minutes**

**Week 3 (09/21)**

**Date and Time:** 3:00 PM to 5:00 PM

**Place**: Union Court and PERL reserved room

**Participants:** Xiang Chen, Yansen Liu, Weicheng Yu, Dawei Li, Yunhao Wu, Chen Shou, Lu Min

**Minutes taker:** Lu Min

**Timekeeper:** Chen Shou

**Purpose:** Prepare for Iteration 0 presentation and schedule following works

**Agenda:**

1. Prepare for Iteration 0 presentation
2. Brainstorm project ideas
3. Discuss basic functions
4. Discover useful tools
5. Assign works
6. Determine meeting time
7. Learn and update Github

**Discussions:**

* Prepare for iteration 0 presentation
  + Perform presentation
  + Group members give advice based on the presentation
  + Change and improve presentation
* Brainstorm project functions
  + Requirement list for Software Engineering
  + Design for main webpage
    - Different type of users
    - Sort function with different features
    - Pull-down list of task description
    - Finished and deleted tasks
    - Overview of main webpage

* Project title : ProPal
  + Project Vision: 10+ small teams
  + Application purpose: improve the management of agile development of software engineering
  + Similar application analysis
  + Challenge
    - API between different internal components
    - User interface on different devices (Desktop, Mobile, Tablet)
    - Database security
    - Cooperation between different team members
    - Efficient communication between different leadership
    - New skills need to be learned
* Github (DONE)
* Assign works
  + Basic
    - Each leader generate works
  + Design
    - Determine main functions and related details on main webpage
    - Decide functions to finish in each iteration
    - Divide different types of users
  + Requirement
    - Update Pivotal Tracker requirements
  + Database
    - Master tools related to database
    - Learn database infrastructure
    - Database modeling in UML
  + QA
    - Determine different types of testing to implement
    - Discover assistance tools
  + Security
    - Learn encryption algorithm
  + Estimate the time: 8+ hours per person weekly
  + Schedule of iteration : first initial plan + 3 iterations

**Action Items:**

* **Update Github**
* **Monday Meeting 3pm**
  + **PERL Reserved Room**

**S673F16 Software Engineering**

**Team 3 Meeting Minutes**

**Week 2 (09/14)**

**Date and Time:** 3:00 PM to 5:00 PM

**Place**: Union Court and PERL reserved room

**Participants:** Xiang Chen, Yansen Liu, Weicheng Yu, Dawei Li, Yunhao Wu, Chen Shou, Lu Min

**Minutes taker:** Xiang Chen & Dawei Li

**Timekeeper:** Xiang Chen

**Purpose:** Kickoff Meeting and Git Setup

**Agenda:**

1. Set up and confirm leadership roles
2. Brainstorm main functions of project
3. Setup development environment and building tools
4. Brainstorm requirement and user case analysis
5. Risk analysis
6. Determine meeting time
7. Learn and update Github

**Discussions:**

* Brainstorm project functions
  + Requirement list for Software Engineering
  + Decide priority
    - Team building section
    - Automatically alarm
    - Due and priority list
    - Task assignment section
    - Group authority
    - Progress milestone checker
    - Bug report section

* Project title : ProPal
  + Project Vision: 10+ small teams
  + Application purpose: improve the management of agile development of software engineering
  + Similar application analysis
  + Challenge
    - API between different internal components
    - User interface on different devices (Desktop, Mobile, Tablet)
    - Database security
    - Cooperation between different team members
    - Efficient communication between different leadership
    - New skills need to be learned
* Github (DONE)
* Risk Analysis and risk retirement plan
  + Risk analysis
    - User Data Security
    - Unable to implement feature
    - Misunderstanding of customer requirement
    - Data overflow
    - Runtime Overflow
  + Risk retirement plan
    - Use version control tool like Git
    - Design user invitation mechanism
    - Weekly meeting with our customers
  + Estimate the time: 8+ hours per person weekly
  + Schedule of iteration : first initial plan + 3 iterations
  + Quality metrics:
    - Stress test
    - Feedback from our customers
    - Features accomplishment
    - No fatal bugs
    - Meet all the user stories
    - Scalability

**Action Items:**

* **Each person comes up with** 
  + **Two Team names**
  + **Two project names**
  + **Vote on Monday 12:00am**
* **Xiang setup Github project**
  + **Share via email**
* **Setup group Slack**
  + **Dawei**
* **Monday Meeting 3pm**
  + **PERL Reserved Room**

**S673F16 Software Engineering**

**Team 3 Meeting Minutes**

**Week 1 (09/04 - 09/10 )**

**Date and Time:** 9/7/2017 12:20 PM to and 9/11/2017 3:00 PM

**Place**: Union Court and PERL reserved room

**Participants:** Xiang Chen, Yansen Liu, Weicheng Yu, Dawei Li, Yunhao Wu(The second meeting)

**Minutes taker:** Weicheng Yu

**Timekeeper:** Yansen Liu

**Purpose:** Kickoff Meeting and Git Setup

**Agenda:**

1. Brainstorm project idea
2. Determine project name and team name
3. Determine communication method
4. Determine meeting time
5. Learn and test Github

**Discussions:**

* Brainstorm project idea
  + Requirement list for Software Engineering
* Determine project name and team name
  + Team 3?
  + Team Name: BrotherHood
  + ProjectName: ProPal
* Determine communication method
  + Slack
  + Skype
* Determine meeting time
  + Thursday 2:00-4:00
  + Reserved study room in PERL
* Find and discuss related works
  + Find similar tools after meeting
  + Pivotal Tracker
* Git configuration
  + Start a new project
  + Test commit
  + Xiang’s role
  + Solve conflicts when merging different versions
* Discuss risks
  + Could not finish by deadline
    - Internal bugs needed to be fix
  + Dynamic requirement change
    - By our customer
* *Determine an approach/process to use*
  + *agile*
* Assign roles
  + Project/Team leader
    - Dawei Li
  + Backup Leader/ Security Leader
    - Weicheng Yu
  + Design/QA leader
    - Yansen Liu
  + Configuration Leader/ Environment Integration Leader
    - Xiang Chen
  + Requirement Leader
    - Yunhao Wu
  + Implement Leader
    - Dawei Li
* Platform
  + HTML, CSS, Javascript, JQuery, AJAX, PHP, MySQL
  + Web Host: Digital Ocean / google cloud platform
  + Domain: free domain
  + Test environment : MAMP

**Action Items:**

* **Each person comes up with** 
  + **Two Team names**
  + **Two project names**
  + **Vote on Monday 12:00am**
* **Xiang setup Github project**
  + **Share via email**
* **Setup group Slack**
  + **Dawei**
* **Monday Meeting 3pm**
  + **PERL Reserved Room**