MEETING MINUTES

Project Name	SoftwareRanked++
Meeting Name	Project Collaboration Diagramming
Meeting Facilitator	Shahzil Siddiqui (Project Manager)
Meeting Details	Discuss the presentation, report, commercial details, and delegate tasks
Meeting Invitees	Nathan Cameron (GitHub Manager) Vida Pathan (Research Manager)

Minutes:

Topic	Summary of Discussion/Decision
Presentation	- Have a project idea refresher (project idea, reason, who). - MVC, lo-fidelity diagram, show Kanban, discuss feedback - Demo the project: login/log out, header and navigation, submit ranking, view language detail, view ranking only homepage - Reflection: cover one question per group member
Project Report	- Created the general structure of the report, starting with: Project Introduction (what, reason, who) – 1 page - Initial Documentation and Diagrams – 1.5 pages - Feedback Section – 0.5 pages - Software Development (tech used, processes, MVPs, user interactions) – 1.5 pages - Conclusions: goals achieved (MVPs), obstacles (covid, languages: c++, c#), reflections – 1 page - Citations and Resources

Commercial	Showing young developer struggling while preparing to start a software project. Meanwhile, software guru ranks a coding language. Developer uses SoftwareRanked to decide on using python and receives a 100% from professor.

Action Items:		
Description of Action	**Assigned to**	**Date Required**
Presentation: reason of Project introduction, low-fidelity, feedback, 1 reflection question	Shahzil Siddiqui	27th of November
Presentation: Project idea, Kanban (show MVPs), demo project, 1 reflection question	Nathan Cameron	27th of November
Presentation: the who, MVC diagram, 1 reflection question	Vida Pathan	27th of November
Project Report: Title Page, Project Introduction (what, reason, who), initial documents and diagrams	Shahzil Siddiqui	30th of November
Project Report: Table of Contents/Figures, Feedback, Software Development (technology used, processes, user interactions)	Nathan Cameron	30th of November
Project Report: Conclusions (Goals achieved, obstacles, reflection), Citations/Resources	Vida Pathan	30th of November
Commercial: individual part recording	Nathan Cameron	1st of December
Commercial: individual part recording	Vida Pathan	1st of December
Commercial: Commercial: individual recording. Stitching and editing	Shahzil Siddiqui	1st of December