

Plan	Tasks	List of tasks, expected effort, allocation to team members Calendar of intermediate and final milestones for tasks
	Minimum viable product	Identification of minimum viable product for first release Subset of concepts to be included Issues postponed (eg, security mitigations, user interface elements) Provides real value to users Provides opportunity for feedback On path to full product
	Agenda	One agenda for each meeting Agenda prepared in advance of meeting
	Progress report	One report for each meeting, prepared in advance Summarizes progress since previous meeting Identifies achieved and missed milestones Identifies difficulties encountered Identifies changes to problem analysis or design
Meetings	Meeting minutes	Summary of discussions and advice from mentor Summary of new decisions Changes to plan or milestones Should be written during meeting

Agenda

- Put together design submission
 - Give feedback to others' work
 - Do necessary changes
 - Discuss how everything goes together
- **List out features for MVP!!**
- Tasks for next deadline on 11/23 (MVP)
 - **Minimum Viable Product (MVP)**
 - Early on in the project, your team will complete and demonstrate to your mentors a minimum viable product (MVP). The purpose of the MVP is to get some code up and running to ensure that your development process is working and that you can integrate the work of all the team members, and also as a proof of concept to try out the main concepts when you still have time for a course correction. You can also use the MVP as a way to mitigate risk by starting with an implementation of the concept you're most concerned about.
 - The MVP is to be specified in the project plan as a subset of the features and concepts described in more detail in the design document. You do not need to do a separate, standalone design for the MVP, but should be able to specify it just by listing concepts (or aspects of concepts) to be included or excluded. If this is not possible, it's an indication that your design document is not well structured.
 - You are not required to provide specs and test cases for your MVP. This is to allow you to use the MVP as an opportunity to conduct lightweight experiments with different implementation ideas. That said, you should be very wary of incurring "technical debt": if you write lots of poorly commented and sloppy code, it will be very painful to fix it later. Make sure to use TODO and FIXME comments to mark areas of code that will need to be revisited.
 - UI - Czarina, Chou
 - User signup, login, authentication - Chou
 - Database, backend - Vincent, Joseph
 - Middle layer (ajax calls, etc?) - assign next time

- Code review - pair up
- Tasks for meeting with TA
 - Prepare agenda then push to repo
 - Progress report for TA then push to repo
 - Assign who will take minutes during the meeting with TA

Feedback

- UI:
 - Messages - need a Reject button next to pay, and require the requester to choose one of the default reasons - "Wrong item"
 - Deliver now and Payment pop-ups need item and price summary
 - Request form needs to have "Additional Description", "Grocery Stores" - Any (Default), Shaws, HMart, Trader Joe's and Whole Foods.
 - Shoppers should be able to claim before delivering because we don't want to shopper to buy it (which might take a few minutes) and the item is claimed by another shopper