

Weekly Meeting 12 Agenda

Date: April 25th, 2018

Time: 7:00 pm

Location: Slack, channel #meeting12

Facilitator: Maria Granroth

Minute-taker: Jasmine Mitchell

Discuss: A group conversation on the stated subject

Action: A specific measure agreed upon by the group that is recorded by the minute-taker

Proposal: A specific measure the facilitator or a group member has in mind, put in agenda to inform everyone ahead of time of that measure to allow adequate time for thinking.

When the meeting reaches an hour and there are still items left on the agenda, those items will be postponed until the next meeting. A group vote may be taken to extend the meeting by X minutes, which must be unanimous.

1. Roll call

7:15 - Jasque, Maria, Matt, Jasmine here

Nick unknown

2. Reading of the agenda

7:17 - added presentation

3. Proposed changes to the agenda

7:17 - added presentation

4. **Discuss:** Previous Meeting Recap

- 4.1. This item will allow us to go over what was covered in last week's meeting and to provide a chunk of time for members to discuss the group dynamic and any potential problems.

7:19 - D.7 went well

5. **Discuss:** D.7 outcome, deliverable wrap-up

7:19 - D.7 went well

6. **Discuss:** D.6 Release 2 (due 4/27 and worth 4 points)

- 6.1. **Discuss:** Introduction, same as previous introductions

7:31 - Matt will handle this

- 6.2. **Discuss:** Implemented requirements

- 6.2.1. Submit only through pull requests, all of which must be reviewed

6.2.1.1. 7:39 - Created slack channel for reporting pull requests to be reviewed

6.2.2. Future feature implementations **must** have the following - include in D.6 overview when typing up assignment specifications

6.2.2.1. Card on Trello describing the requirement

7:42 - Jasmine will continue to update the Trello

6.2.2.2. Name of implementer and link to the pull request where they implemented the requirement

6.2.2.3. Name of reviewer who approved the pull request

6.2.2.4. Link to the automated testing code for the feature, all features must have testing code

6.2.2.5. A print screen/snip that depicts the implemented feature

7. **Discuss:** Features to be implemented for Release 2

7.1. **Discuss:** Anyone have any progress to report? Any related concerns?

7.1.1. Finish Implementation of images on the web server - Jasmine

7.1.2. Structuring the input of recipes - Maria

7.1.3. Implementing search functionality - Jasque

7.1.4. Implementing user accounts - Matt

7.1.5. Implementing the rating system - Jasmine

8. **Discuss:** Presentation (5/1)

7:46 - We will meet for presentation on Monday (4/30) at 4

8.1. Start introducing the team members and the project (context, history of the idea, goal, value proposition, and any information that is relevant to understand the solution that you are proposing).

8.1.1. Context/history slide

8.1.2. Goal, value proposition

7:52 - Matt will do this

8.1.3. Misc.

8.2. Design and implementation: talk a little bit about how the project was implemented (technologies, architecture, class diagram, etc.).

8.2.1. Technology/Architecture'

8.2.2. Design

8.3. Demo: demonstrate a few features (the most relevant ones).

9. **Discuss:** Potential Demo/Prototype

7:54 - Jasque will cover the demo

10. ~~Action:~~ Next meeting Facilitator ~~TBD~~

11. ~~Action:~~ Next meeting Minute-taker ~~TBD~~

12. ~~Action:~~ Discuss next week's meeting

13. **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems?

8:00 - no problems!

14. Closing remarks

15. Meeting adjourned

8:01 - meeting adjourned