Weekly Meeting 11 Agenda

Date: April 18th, 2018

Time: 4:00 pm

Location: EGR 102

Facilitator: Matt Rittenback

Minute-taker: Maria Granroth

**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

4:15pm: Jasque, Maria, Jasmine present. Matt absent with a personal emergency. Nick absent with no communication.

1. Reading of the agenda

4:29pm

1. Proposed changes to the agenda

4:29pm: N/A

1. **Discuss:** Previous Meeting Recap
   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.
2. **Discuss:** D.7 Verification and Validation (due 4-19 and worth 3 points)
   1. Description - Maria
   2. Verification - Jasque
      1. Unit test
      2. Integration test
      3. Acceptance test
   3. Validation
      1. User Evals - 3 people per assigned member
         1. Maria
         2. Jasmine
         3. Matt

4:33pm: Still good

1. **Discuss:** D.6 Release 2 (due 4-27 and worth 4 points)
   1. **Discuss:** Introduction, same as previous introductions
   2. **Discuss:** Implemented requirements
      1. Submit only through pull requests, all of which must be reviewed
      2. Future feature implementations must have the following
         1. Card on Trello describing the requirement

4:34pm: Reorganize to reflect project. - Jasmine

* + - 1. Name of implementer and link to the pull request where they implemented the requirement
      2. Name of reviewer who approved the pull request
      3. Link to the automated testing code for the feature, all features must have testing code
      4. A print screen/snip that depicts the implemented feature

1. **Discuss:** Features to be implemented for Release 2
   1. Finish Implementation of images on the web server - Jasmine
   2. Structuring the input of recipes - Maria
   3. Implementing search functionality - Jasque
   4. Implementing user accounts - Matt
   5. Implementing the rating system - Jasmine

4:36pm: Good to go still

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

4:36pm: N/A

1. **Action**: Next meeting Facilitator - Maria
2. **Action**: Next meeting Minute-taker - Jasmine
3. **Action:** Discuss next week’s meeting

4:37pm: Going to talk about D.6 and the presentation

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

4:50pm

1. Closing Remarks

4:54pm

1. Meeting Adjourned

4:54pm