Meeting Minutes 11/30/20

Agenda:

1. Standup (everyone)
2. Q&A with sponsors (everyone)
3. Presentation strategy (everyone)
   a. Order
   b. Time makeup
      i. Cody (Project Manager):
         1. Intro project
      ii. Derryck (Chief Architect):
         1. Architecture stuff
         2. Kubernetes should be included so Stephen can build on that a little bit
      iii. Spencer (Quality Assurance):
         1. Security stuff
         2. Implementing secure coding practices?
      iv. Stephen (Site Reliability Engineer):
         1. SDK Stuff
         2. Talk about packaging Kashti for deployment to Kubernetes
      v. Daniel (Sr. Full Stack Developer):
         1. Frontend stuff/demo
      vi. Cody (again):
         1. Plans for next semester

Action Items:

1. Make a Gantt chart for next semester that we can plan around and use in the presentation (Cody)
2. Add a flag?/convention thing that will ignore the certificate error in the Node Test App (Cody)
3. Plan a time for the unit test crash course (Cody/Derryck)
4. Plan a time to meet and discuss SDK (Cody, Derryck, Stephen)
5. Things to include in the final presentation/things learned from the sample presentations (Cody):
   a. What is the product? Explain early on
   b. Give an example of how the product is being used/can be used
   c. Don't read slides
   d. Describe what is new and what products exist already that use the tech
   e. Give some high level context about the use-case in general (in the early slides). What companies are doing Brigade/Kashti's use-case and why?
   f. Where do the different parts of the product fit in the architecture?
   g. Specify which things were created by students and which things were not created by students

h. Make sure the images are not too small
i. For things that challenged us, explain that they challenged us, why they challenged us, and how we overcame that
j. Be consistent in spelling
k. Have all the team members contribute
l. Don't get too lost in the weeds of how exactly things work
m. Use the same slide theme throughout the presentation
n. Include a Gantt chart for next semester
o. Discuss past and future challenges