

Senior Capstone Project

Meeting Agenda and Minutes

Project Name:	Peer8
Date:	3/23/2023
Start Time:	3:00 PM EST
End Time:	4:00 PM EST
Meeting Location:	Library Floor 1

<i>Name</i>	<i>Role</i>	<i>Present (Y/N)</i>
Cole Cagle	Project Manager / Scrum Master	Y
Noah Taylor	Development Manager	Y
Francisco Ayala	Application Architect	Y
Jannat Saeed	Security Manager	Y
Yhara Mendoza	Database Administrator	Y
Cuinn Owens	Quality Assurance Manager	Y

Agenda:

1. Follow-up Stakeholder Meeting
 - a. Topics to discuss in meeting
 - b. Questions to ask the stakeholder
2. Product Backlog
 - a. Breaking down tasks
3. RDP to UTC Servers
 - a. Connection process

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Meeting Minutes:

Narrative of discussion and decisions

1. Follow-up Stakeholder Meeting
 - a. Reviewing Product Backlog and the prioritization of tasks and who the tasks are assigned to within the team
Connection to the UTC servers and preference for either Windows or Linux Administrator side of the system, such as actions or any concerns for admins
Overall project update, showing the design of the system at the current time of stakeholder meeting
Next steps for the project and scheduling the next meeting
 - b. What kind of documentation do you want by the next meeting
When to meet again
Is there a preference for Windows or Linux server
If there is a limit on the amount of templates that can be assigned under a faculty member, is 10 enough
2. Product Backlog
 - a. The Gantt Chart and Product Backlog are currently 1 to 1 in terms of tasks
The tasks from the Gantt Chart need to be broken down into smaller tasks in the backlog
3. RDP to UTC Server
 - a. Each member will set-up the UTC VPN and RDP to the UTC Servers provided by Professor Phuong
Any issues with this will be communicated to Professor Phuong
Yhara is downloading BeeKeeper Studio on the Windows server
PostgreSQL will be installed as the DBMS

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Next Steps:

<i>Assigned to</i>	<i>Due date</i>	<i>Issue / Need</i>
Cole Cagle	TBD	Follow-up stakeholder meeting
Team	3/25/2023	Product backlog
Team	3/23/2023	Connection to UTC servers
Francisco Ayala	3/25/2023	Continue application design
Yhara Mendoza	3/25/2023	Installing database on servers