

Senior Capstone Project

Meeting Agenda and Minutes

Project Name: Peer8	
Date:	3/10/2023
Start Time:	8:00 PM EST
End Time:	9:30 PM EST
Meeting Location:	Discord

<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. User Stories
 - a. Reviewing user stories from stakeholder meeting
 - b. Discuss requirements
 - c. Discuss timeline and budget
2. Project Plan
 - a. Discuss major tasks
 - b. Assigning tasks to group members

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Meeting Minutes:

Narrative of discussion and decisions

1. User Stories

- a. The current peer review system is a manual process. It takes an extensive amount of time for faculty members to compile all information from peer reviews and copy it to a master spreadsheet for grading. Compiling the information requires the faculty to download all the individual spreadsheets, which requires storage. This process needs to be automated.
The peer reviews are not always the same, so there needs to be customization options for the faculty when creating peer reviews to be completed. The scaling for ratings needs to be adjustable as well as the number of questions.
The students rate themselves as well as their other group members. This information needs to remain private between the individual student and the faculty that is receiving the peer review.
The peer review system is not contained to Microsoft Excel. However, in the past the macros that are implemented in spreadsheets have been flagged by antivirus software from the University of Tennessee-Chattanooga.
Students also need to be notified that a peer review is available for completion.
Edits will be allowed for students up until the due date so that resubmissions are allowed. Faculty will be allowed to drop scores from students who have dropped the course so that grades are not affected unfairly.
- b. Ease of use so that the creation of templates is not manually intensive.
Get a report back on the aggregate scores that are available to faculty after students have submitted the peer reviews.
- c. The project will allow for open-source tools/libraries to be implemented. Servers will be provided by the University of Tennessee-Chattanooga. Each member needs to download and install the VPN provided by UTC to allow connections to the servers.

2. Project Plan

- a. Project planning is already underway and is under the responsibility of the Project Manager with guidance and opinions from all other group members. This will be continually updated by using a Gantt Chart in Google Slides.
- b. Requirements gathering has already been completed with the responsibility belonging to the Project Manager. This was conducted during a meeting with the stakeholder and reviewed and discussed with the team during this current meeting.
- c. The design of the overall peer review system will be handled by the Application Architect. The design will be created using a framework application (has not been decided on yet).
- d. The database design for the peer review system will be handled by the Database Administrator. This will be worked on via the servers provided by UTC.
- e. Front-end development will be handled by the Development Team (everyone) and completed using an IDE that has not been chosen yet. A GitHub repository has been created by the Project Manager and shared with the Development Team for collaboration.
- f. Back-end development will be handled by the Development Team (everyone) and will be completed by using an IDE that has not been chosen yet. A GitHub repository has been created for collaboration.

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- g. Integration and testing of the peer review system will be conducted by the Quality Assurance Manager following completion of full-stack development. This will require team members to use and test the various features that will be implemented.
- h. Release of the system will be handled by the Development Team (everyone).
- i. Acceptance testing will be conducted by the Quality Assurance Manager and the stakeholder. The stakeholder will be allowed to use the system and give feedback on its current state.
- j. Documentation and training of the peer review system will be handled by the Development Team (everyone). The team will document the details of the system and then train the stakeholder and other users on how to use the system and explain the features of it.
- k. Project review will be conducted by the entire team. This will require an in-person meeting to discuss the process of the design, development, and release of the system. Any issues will be discussed so that changes can be made for future projects assigned to the team.

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Next Steps:

<i>Assigned to</i>	<i>Due date</i>	<i>Issue / Need</i>
Project Manager	3/11/2023	Create a project plan based on user stories
Development Team	3/11/2023	Create a product backlog based on user stories
Project Manager	3/18/2023	Create a WBS for the project
Development Team	3/18/2023	Create necessary UML diagrams for design and use
Development Team	3/18/2023	Meet with instructor to give oral status report