Project Name: Peer8	
Date:	3/30/2023
Start Time:	7:00 PM EST
End Time:	8:00 PM EST
Meeting Location:	Discord

Name	*Role*	*Present (Y/N)*
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. Product Backlog update for Sprint 2
   a. Discuss updates for Sprint 2
   b. Delegate work needed to update Backlog
2. Initial Test Case Development
   a. Develop initial test cases and log them in the Test Plan
3. Security Plan Development
   a. Create a security plan
4. Recap from second stakeholder meeting
   a. Communicate the discussion to rest of team

Senior Capstone Project
Meeting Agenda and Minutes

Meeting Minutes:
Narrative of discussion and decisions

1. Product Backlog
   a. Sprint 2 is now underway, which requires the product backlog to be adjusted to display the start of the new sprint.
   b. Delegation of work will be required to ensure the product backlog is completed and reflects the goals of the project.
2. Initial Test Case Development
   a. Test cases need to be created to make sure tests are reflective of all the features and security measures of the application
3. Security Plan Development
   a. Security plan creation is already underway
      This is to ensure that security remains a forefront of concern
      The security plan will be outlined in a manner that is user friendly for individuals who may not be tech-savvy
4. Recap from second stakeholder meeting
   a. Need to show the stakeholder the design of the system
      Important to bring appropriate group members based on meeting type (design would have the Application Architect, security would have the Security Manager, etc.)
      The main problem currently is differentiating between students and faculty
      Faculty has two emails, abc123@mocs.utc.edu and first-last@mocs.utc
      Students can have two emails if they work for university, such as first-last@mocs.utc
      Need to create a new method for differentiation than previously discussed or modify the current approach
      Class code idea is still preferred by the stakeholder
      Stakeholder was also interested in the ideas of email invites and QR codes
      There can be two sets of UML diagrams for meetings, such as high-level ones for stakeholders and low-level ones for developers

Next Steps:

Assigned to	Due date	Issue / Need
Project Manager	4/1/2023	Finish Product Backlog for Sprint 2
Quality Assurance Manager, Developers	4/1/2023	Develop Test Cases
Quality Assurance Manager, Developers	4/8/2023	Compose Steps and Inputs for Test Cases on Test Plan
Security Manager	4/8/2023	Finish the security plan so it can be modified if needed after further changes
Project Manager, Application Architect	TBD	Meet with stakeholder to show the design of the system