

# Senior Capstone Project

## Meeting Agenda and Minutes

<b>Project Name:</b>	Software Engineering Project 1
<b>Date:</b>	3/7/2023
<b>Start Time:</b>	5:00 PM EST
<b>End Time:</b>	6:00 PM EST
<b>Meeting Location:</b>	Library Room 303

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

### Agenda:

1. Introductions
  - a. Each team member will state their name and introduce themselves
2. Assigning Roles and Responsibilities
  - a. Each team member will give their strongest skills
  - b. Role will be discussed and assigned based on skillset
3. Communication Plan
  - a. Each team member will give their class/work schedules
  - b. Decide on what day to meet each week (via in-person, Discord, Zoom)
  - c. GitHub repository for collaboration
4. Stakeholder Meeting
  - a. Decide on a day to meet with stakeholder (Professor Phuong)
  - b. Discuss questions for meeting
  - c. Contact Professor Phuong

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### Meeting Minutes:

Narrative of discussion and decisions

1. Introductions
  - a. Each team member gave their name and introduced themselves with icebreaker questions
2. Roles and Responsibilities
  - a. Noah is skilled with databases, Java, Python, HTML, PHP  
Jannat is skilled with web design, Java, Python  
Yhara is skilled with databases, Java, Python, PHP, Matlab  
Francisco is skilled with programming  
Cuinn is skilled with Java, Python, testing applications  
Cole is skilled with project management, HTML, databases, SQL
  - b. Roles have been assigned on the previous page in the table
3. Communication Plan
  - a. **Cuinn's availability:** Saturday and Sunday all day, TR after class, MWF after 5:00 PM EST  
**Jannat's availability:** TR between 12-1:30 PM EST, all other days after 3:00 PM EST  
**Yhara's availability:** Saturday and Sunday all day, MWF after 4:30 PM EST, TR after class  
**Noah's availability:** MW before 3:00 PM EST and 5-7:30 PM EST, TR after 3:00 PM EST, Friday and Saturday and Sunday all day  
**Cole's availability:** TR after class, MWF after work, Saturday and Sunday all day  
**Francisco's availability:** TR after class, Friday and Saturday and Sunday all day, MW before 3:00 PM EST and after 5:00 PM EST
  - b. After class on Tuesdays and Thursdays will be set meeting times for team in-person; other days will have to be on Discord or Zoom
  - c. GitHub repository has been created and shared with team members:  
<https://github.com/colehcagle/SoftwareEngineeringProject>
4. Stakeholder Meeting
  - a. Thursday (3/9/2023) is the ideal day to meet with the stakeholder
  - b. List of questions that have been discussed for meeting will be put in a document and shared on Canvas with the group and Professor Phuong
  - c. Cole will email stakeholder about setting up stakeholder meeting for Thursday at 3:10 PM EST

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### Next Steps:

<i>Assigned to</i>	<i>Due date</i>	<i>Issue / Need</i>
Team	3/7/2023	Communication Plan
Team	3/9/2023	Stakeholder Meeting
Cole Cagle	3/11/2023	Project Plan
Team	3/11/2023	Project Backlog
Team	3/10/2023	Team Meeting