

---

## **CS 346: Meeting Minutes**

Date: March 29, 2023

Team: 101

Present: Andy Yang, Benjamin Du, Charles Shen, Yuying Li

Absent: None

Total meeting time: 45 minutes

---

### **Agenda**

Here is the agenda for Sprint 4 kickoff meeting:

5. Decide tasks we will do in Sprint 4 based on sprint guidelines
6. Decide the priority of the tasks we choose
7. Assign tasks among team members
8. Discuss standup meeting dates to check on each team member's progress

### **Notes**

Since Sprint 4 guidelines suggest we focus on moving the web service to a cloud platform and completing any remaining features, we picked issues related to these. Since we already built installers using JPackage in Sprint 3, so we didn't need to worry about that. Also, since this is the last sprint we have, we need to add instructions and demo videos for features in the README.md file, we also created tasks around that. From Sprint 3, we also got some suggestions about how to

improve some of our features to make it better. Hence, we would do those this sprint as well. We split the tasks we picked into three categories: GUI features improvement, moving web service to the cloud and writing instructions and recording demo videos for features. We assigned GUI features improvement tasks to team members who are more familiar with the current GUI setup. Then, we assigned one team member to move the web service to the cloud platform. For the instructions and demo videos for features, we let team members who implemented those features write instructions and record videos. Next, we assigned tasks on GitLab and set priorities for those tasks. Lastly, we discussed the dates for standup meetings.

## Decisions

We decided on the task distributions among team members:

Andy

- Move the web service to the cloud
- Add unit tests for web service
- Update console app to be linked to the newest version (only do this after all features are merged in; maybe during the last meeting)
- Add documentation and a demo video about how to connect to web service

Yuying

- Allow user to move notes back to “Notes”
- Add copyright to header files
- Add documentation and demo videos for features you implemented
- Upload required documentations to GitLab

Benjamin

- Add hotkey for lightweight/heavyweight feature toggle
- Add documentation and demo videos for features you implemented

Charles

- Add delete note into context menu
- Add documentation and demo videos for features you implemented

We also decided on the dates for standup meetings:

- Monday, April 3rd: 6 p.m.
- Friday, April 7th: 10: 30 a.m.

## **Actions**

3. Each team member should start working on and finish part of their assigned tasks before the meeting on April 3rd, 2023
4. Team members should communicate with the team if they have any questions or problems with finishing the tasks on time as soon as possible