CS 346: Meeting Minutes

Date: <u>March 1, 2023</u>   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 2 kickoff meeting:

1. Review Sprint 1 Feedback and add new issues to the issue list
2. Decide tasks we will do in Sprint 2 based on sprint guidelines
3. Decide the priority of the tasks we choose
4. Assign tasks among team members
5. Discuss standup meeting dates to check on each team member's progress

Notes

Since Sprint 2 guidelines suggest we focus on implementing more complex GUI features and persistence layer for our Note app, we picked issues related to these. We also picked the issues that we created based on the feedback we got from Sprint 1 feedback. We split the tasks we picked into three categories: Bug fix / UI improvements, GUI and persistence. We distributed the bug fix / UI improvements

tasks based on who implemented the related features. Then, we assigned one team member to be responsible for implementing the persistence layer; we assigned three other team members to focus on implementing all of the rest GUI. 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

- Implement persistence layer (saving data in JSON files)

Yuying
- Support lock notes
- Sorting the note list by title, last modified date, or date created
- Move notes between groups
- Group related notes together
- Set character limit to note's title that is shown
- Bug fix: proper resize the file list view when the user resizes the window

Benjamin
- Support rename group
- Support lightweight/heavyweight feature toggle
- Support recovery of recently deleted notes (up to five)

Charles

- Enable adding a note directly to a group

- Bug fix: fix index selection issue

- Bug fix: when a group is selected, the editor should show empty content

- Improvement: set the first line of the note content to be of the font "Title"

- Search notes by title / body contents and display the matching notes

We also decided on the dates for standup meetings:
- Monday, March 8th: 6 p.m.
- Wednesday, March 10th: 6 p.m.

Actions

3. Each team member should start working on and finish part of their assigned tasks before the meeting on March 8th, 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