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## **CS 346: Meeting Minutes**

Date: Feb 8, 2023

Team: 101

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

Absent: None

Total meeting time: 45 minutes

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### **Agenda**

Here is the agenda for Sprint 1 kickoff meeting:

1. Decide tasks we will do in Sprint 1 based on sprint guidelines
2. Decide the priority of the tasks we choose
3. Assign tasks among team members
4. Discuss standup meeting dates to check on each team member's progress

### **Notes**

Since Sprint 1 guidelines suggest we focus on the infrastructure, GUI and domain objects, we picked issues related to these. Since Andy has many midterms the following week, we decided to give him lightweight tasks and he will do more tasks in Sprint 2. We also split tasks into three main categories: console application, GUI and domain objects. We had one team member working on the console application, one working on GUI and two working on domain objects

related tasks. Then, 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

- Create a console application to launch the notes app
- Produce the simple form of installer
- Look into how to do undo/redo; cut-copy-paste if have time

Yuying

- Create top-level menu bar and indicates the hotkeys for each feature
- Create toolbars
- Support window resizing
- Support minimize/maximize buttons functions on the application window
- Save local application settings

Benjamin

- Delete/Add/rename group locally
- Group related notes together

Charles

- Create/delete/Edit notes locally
- Build Data models (note, note list, group list, note group)

We also decided to review and finalize the data models as a team after it is done by Charles. We will also look into implementing the MVC model in our notes app together to make sure all team members understand it.

We also decided on the dates for standup meetings:

- Friday, Feb 10th: 1 p.m.
- Monday, Feb 13th: 6 p.m.
- Wednesday, Feb 15th: 6 p.m.

## **Actions**

1. Each team member should start working on and finish part of their assigned tasks before the meeting on Feb 10th
2. Team members should communicate with the team if they have any questions or problems with finishing the tasks on time as soon as possible