CS 346: Meeting Minutes

Date: <u>Jan 26, 2023</u>   Team: 101

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

Absent: None

Total meeting time: 45 minutes

Agenda

1. Quickly review previous work and finalize it
2. Discuss additional features we want to do and write them down in the google doc
3. Discuss how features will work with a layered design
4. Assign tasks and decide the next meeting date

Notes

All team members finished their assigned tasks from last week. We reviewed the interview summaries and the user stories. Then, based on these information, we brainstormed additional features for our notes app. Among these features, we voted for our favourite three features. We also discussed how features will work with a layered design. Lastly, we distributed the work among team members and decided the next meeting time.

Decisions

We decided to add the following additional features:

- Make some notes require a password to view. In other words, the user can lock some notes and then set a passward needed to unlock it.
- Support recovery of recently deleted notes (last 5 notes deleted)
- Lightweight/heavyweight feature toggle (think of VS vs. VS code, but even starker)

We also decided about the task distributions among team members and the time and date for the next team meeting.

Actions

Team members should complete the following tasks before next meeting:

1. Charles Shen will set up the source code using gradle multi-project on Gitlab
2. Benjamin Du, Andy Yang and Yuying Li will expand the technical details of requirements logged in GitLab
3. Andy Yang will modify the README.md file on GitLab to display the project details
4. Yuying Li will add additional features to GitLab and write and upload meeting minutes records to GitLab