CS 346: Meeting Minutes

Date: <u>March 15, 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 3 kickoff meeting:

1. Decide tasks we will do in Sprint 3 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 3 guidelines suggest we focus on finalizing GUI features, implementing web service and expanding web service to store data, we picked issues related to these. Also, we stretched our goals to working on setting up the installer and move the web service to the cloud if we have extra time in this sprint. We split the tasks we picked into three categories: GUI features, web service and the installation wizard. We assigned GUI feature tasks to team members who are

more familiar with the current GUI setup. Then, we assigned one team member to implement the web service and one team member to build the installation wizard. Since the GUI features that need to be implemented are not heavy, team members who complete their assigned tasks early can help the team member who implements web service. 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 web service and expand the service to store data

Yuying
- Help with adding the persistence call for the "recovering notes" feature
- Implement "move notes between groups"
- Use JPackage to build an installation wizard if having time
- Adding HTTP calls to the application if the code for web service is done
- Help with implementing web service if needed

Benjamin
- Complete the "recovering notes" feature
- Bug fix: add UI indication so that the user knows the first line of the note will be set as title
- Help with implementing web service if needed

Charles
- Implement "heavyweight/lightweight feature toggle"
- Move the web service to the cloud if Andy finishes the code for web service
- Help with implementing web service if needed

We also decided on the dates for standup meetings:

- Friday, March 17th: 6 p.m.
- Wednesday, March 22nd: 6 p.m.

Actions

1. Each team member should start working on and finish part of their assigned tasks before the meeting on March 17th, 2023
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