CS 346: Meeting Minutes

Date: <u>Jan 19, 2023</u>   Team: 101

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

Absent: None

Total meeting time: 1 hour

Agenda

1. Brief introduction of each member

2. Identify and record project risks on Google doc

3. Identify users of our notes app and write it down on google doc.

4. Discuss the personas we want to create for the project

5. Discuss the interview questions we will ask

6. Discuss the due date for each task and the plan for the next meeting

Notes

We discussed the risks of our project from technical and non-technical perspectives. We also identified the user of our notes app, the type of personas we want to create and the interview questions we want to ask. Lastly, we discussed the task distribution among team members and the time and plan for the next meeting.

Decisions

We decided to create a role-based persona who will be a CS student in university. We also decided on the interview questions we would ask and the task distributions. We also decided the time and date for the next meeting which is to review and finalize this week's work and discuss new tasks.

Actions

Team members should complete the following tasks before next meeting:

1. Benjamin Du will create the persona
2. Andy Yang, Charles Shen, Yuying Li will perform three interviews, record the summary of the interview and write user stories