

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 11 (11/14 – 11/21)

Date and Time : 11/14/13 8:30 PM

Place: Classroom

Participants: Rachit, Yuvaraj, Tandhy, Alan, Christian, Manav

Minutes taker: Tandhy

Timekeeper: Tandhy

Purpose : Looking ahead to iteration 3

Agenda :

- Review work of last week
- update team members progress
- work to be done on user story page, task page, iteration, user management page.
- Preparation for the next and final iteration.

Key Decision :

- Clean up the bugs from the previous iteration.
- Work on validation for iteration management, create project, user story management and tasks managements.
- Work on styling.
- Create user management services.
- Create report page.
- Migrating user stories between iterations.

Action Items :

All team members should report their progress on next meeting on Thursday, Nov 21 2013.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 10(11/07 – 11/14)

Date and Time : 11/07/13 9:00 PM

Place: Classroom

Participants: Rachit, Yuvaraj, Tandhy, Alan, Christian, Vipul K , Manav

Minutes taker: Vipul K

Timekeeper: Rachit

Purpose : Looking ahead to iteration 3

Agenda :

- Review work of last week
- update team members progress
- work to be done on user story page, task page, create project page.
- Preparation for the next and final iteration.

Key Decision :

- Clean up the bugs from the previous iteration.
- Work on styling.
- Create project link on the dashboard.
- Create user management , the ability to add/delete users .
- Create report page
- Update SPMP and SDD document .
- Migrating user stories between iterations.

Action Items :

All team members should report their progress on next meeting on Thursday, Nov 14 2013.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 9 (10/31 – 11/07)

Date and Time : 10/24 9:00 PM

Place: Classroom

Participants: Rachit, Yuvaraj, Tandhy, Alan, Christian, Vipul K , Manav

Minutes taker: Yuvaraj

Timekeeper: Vipul K

Purpose : Finalising the requirements for iteration 2

Agenda :

- Review work of last week
- update team members progress
- work to be done on user story page, task page, create project page.
- Presentation for iteration 2

Key Decision :

- Final presentation to be prepared by Christian and Vipul.
- Demo to be given by Yuvaraj.
- To make sure all the functionality works fine.
- Testing for the UI to be done .

Action Items :

All team members should report their progress and update their code in github on next meeting on Thursday, November 7th.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 8 (10/24 – 10/31)

Date and Time : 10/24 9:00 PM

Place: Classroom

Participants: Rachit, Yuvaraj, Tandhy, Alan, Christian, Vipul K , Manav

Minutes taker: Rachit

Timekeeper: Vipul K

Purpose : Deciding on the final functionality of the project.

Agenda :

- Review work of last week
- update team members progress
- work to be done on user story page, task page, create project page.

Key Decision :

- Only project manager can edit user stories and developers can comment but not add/delete.
- Separate page for the list of projects/drop down list.
- Iteration will be handled by release page: release number, project id, release start date, release end date, create release, save release.
- Priority for user stories.
- Labelling/grouping.
- Create user story: title, description, except the project leader, no one can delete the user stories, status.
- Tasks: owner of user story will be creating and assigning the tasks, task description, task assigned to, status.
- Task deliverable: can be text or attach files or give some links. Can be deleted only by the project leader.

Action Items :

All team members should report their progress on next meeting on Thursday, Oct 31 2013.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 7 (10/17 – 10/24)

Date and Time : 10/17 9:00 PM

Place: Classroom

Participants: Rachit, Yuvaraj, Tandhy, Alan, Christian, Vipul K

Minutes taker: Rachit

Timekeeper: Vipul K

Purpose : Scale down Project functionality and work to be done for iteration 2

Agenda :

- Review work of last week
- update team members progress
- Scale down the functionality of the project.
- Documentation to be uploaded on github

Key Decision :

- Remove Business Analyst and stakeholder.
- Validation tasks on iteration1.
- Work on testing.
- What roles will do what.
- Update the weekly report.
- discuss about how web services works on push and provide services to front-end and back-end.
- Improve communication among the group members.
- Form sub groups among the people working on the same thing so that there is no communication gap.

Action Items :

All team members should report their progress on next meeting on Thursday, Oct 24 2013.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 6 (10/10 – 10/17)

Date and Time : 10/10 8:30 PM

Place: Classroom

Participants: Yuvaraj, Tandhy, Alan, Christian, Vipul K, Rachit

Minutes taker: Tandhy

Timekeeper: Yuvaraj

Purpose : Discuss Project, UI, Integration and First Iteration Presentation

Agenda :

- Review work of last week
- update team members progress
- integration web-services with front-end and back-end
- preparation on first iteration presentation

Key Decision :

- Finalize integration web services with several pages
- discuss about integration web services, front-end and back-end
- distribution tasks for next presentation :
 - Vipul, Rachit : works on Database schema
 - Alan, tandhy : update SPMP, provide diagram
 - tandhy : works on Function List of Project
 - Alan : works on addRole.html and integrate with web-services
 - Yuvaraj, Manav, Christian : works on login page, register page, styling, dashboard and integration to services.
- discuss about how web services works on push and provide services to front-end and back-end

Action Items :

all team member should report their progress on next meeting on Thursday, Oct 17 2013.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 5 (10/03 – 10/10)

Purpose: Progress for 1st iteration and general guidelines for project

Date and Time: 10/03 8:30 PM

Place: Classroom

Participants: Yuvaraj, Tandhy, Alan, Christian, Vipul K, Vipul A, Rachit

Minutes taker: Yuvaraj

Timekeeper: Tandhy

Purpose: Progress for 1st iteration and general guidelines for project

Agenda:

- Review work of last week
- Update team members with one's progress
- Progress for the 1st iteration
- Managing codes in Github
- Creating Google groups for group communication

Key Decisions:

- Define Minimum benchmark or set of functions for the project
- Define non functional requirements and risk management
- Select key features for the initial iteration
- The purpose of each task has to be clear
- The task complexity, time spent for each task has to be clear
- Each feature to have its own branch in github
- Weekly report to be updated in github with detailed information
- The author name should be written in the file else the group name has to be mentioned if done by the group
- The PLM feature in which roles of people having multiple project was discussed
- Google groups was accepted to be used for further group communication
- Documentation should be equally contributed from everyone based on their work
- The framework to be used for the project was discussed

Action Items:

All members should implement the designated features by the next group meeting (Thursday- 10/10).

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 4 (09/26 - 10/03)

Date and Time: 9/26 9:00 PM

Place: Classroom

Participants: Tandhy, Alan, Christian, Manav , Vipul K, Vipul A, Rachit, Yuvraj

Minutes taker: Manav

Timekeeper: Vipul K

Purpose : Project Development and Initial Schema for 1st iteration

Agenda :

- Review work of last week
- Update team members with one's progress
- Start working on requirements for the 1st iteration

Key Decisions:

- Try to run mock ups by next week
- Start working on UI and database
- Make Initial iterations simple and keep adding features if applicable
- Tandhy will look into the 3 tools required for testing : Unit , Web and Database
- Alan - Configuration Module(Manage Application page , Manage Users page , Manage User Profiles page, Manage Releases page)
- Rachit - Login Page, My Dashboard page, User Story page
- Manav - Splash screen, Landing/Home page, Resource Allocation page, Notifications page, Overall integrations(UI to services)
- Yuvraj - Task page, Bug page, Any other reporting pages if necessary...
- Vipul K - Complete database design end to end(create database schema, create tables, stored procedures.)
- Christian, Vipul A - Responsible for developing REST web services exposing all the database tables in the form of JSON response.
- Vipul A - Integrating third party chat application into PLM.

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 3 (09/19 - 09/26)

Date and Time: 9/19 8:30 PM

Place: Classroom

Participants: Tandhy, Alan, Christian, Manav , Vipul K, Vipul A, Rachit, Yuvraj

Minutes taker: Manav

Timekeeper: Vipul A

Purpose : Project Development

Agenda :

- Decide on the weekly meeting place and time .
- Mode of communication .
- User stories and how to proceed on that .
- Pivotal Tracker account creation .

Key Decisions :

- Meetings will mostly be informal after the class on Thursdays
- Work on emails.
- Vipul k will create an account on the website pivotaltracker.com and distribute it to the group.
- Every team member will share one user story
- Vipul A will work on the chat application.
- Christian will work on Time taking application, notification functionalities added to the the application
- All user stories will be contributed and the user stories the best for first iteration to be selected at the next meeting
- Project Plan Proposal to be filled by Manav
- SQ Document to be filled by Tandhy
- Yuvraj and Rachit to work on the presentation.
- Rachit working on the Database
- Vipul A and Christian on the Java services.
- Manav , Alan and Yuvraj on the UI and Frontend.
- Tandhy for the QA
- Vipul K for the Requirements user stories .

CS673F13 Software Engineering
Group Project 4 Meeting Minutes
Week 2 (09/12 - 09/19)

Date and Time: 9/14 10:12 AM

Place: BU Library, Skype

Participants: Tandhy, Alan, Christian, Manav , Vipul K, Vipul A, Rachit, Yuvraj

Minutes taker: Manav

Timekeeper: Rachit

Purpose: Project Kickoff Meeting

Agenda:

- Determine group name
- Determine project name
- Research, understand the business requirement so that all the team members are on the same page with respect to the business functionality of the system.
- communication plan
 - Weekly face to face meeting vs skype
- Find and discuss related works
- Github setup
 - Initial understanding of the github and work on the infrastructure.
 - Brainstorm requirements
- Determine an approach/process to use
- Assign roles

Status:

- Determine group name
 - Is this the same as project name? Yes
- Determine project name
 - Project Life Cycle Management
- Provide effort hours so far
 - Members will email hours spent so far to Rachit
 - Need to decide start/end of week
 - Week starts Thursday, ends Wednesday
- Finalize communication plan
 - Google group - email distribution
 - Github - upload and track all documents (including agenda, minutes, etc)(TBD)
 - Trello - Discussions/brainstorming/to-do and completed tasks(TBD)
- Find and discuss related works

Initial thoughts came from the Microsoft Team Foundation Server

Framework(Agile Framework 5.1)

Need to explore similar kind of framework this week.

- Google code
 - Create project site
 - File a test bug
 - Check in/out a test document
 - SVN or GIT?
 - ??
 - Tortoise SVN for windows
 - What license will we use?
 - What are the terms?
 - Need to tag all works with the license text f

Brainstorm requirements

- Functional
- Non-functional
- web client
- Not networked
 - Multi users
- Need to be able to create business requirements(user stories), tasks(change requests), time tracker, bug tracker.
- Good to have features - Charting over time
 - Export charts?
 - Resource planning
 - Trending of data
 - Projections
- Computerize printed charts
- Print charts/data
- Export and save functions

Discuss risks

- New tools - not understanding/known how to use tools. Incorporating chat application and collaboration components.
- Schedules - work and home life
- Keep it simple/limit scope creep
- Originality - what differentiates us from others?
- Limited time for project as a whole
- Project criteria
 - Usefulness - Tracks the project life cycle . Time tracking system integrated. Bug tracking tool to track the open bugs.
 - Complexity - will be sufficiently complex
 - Originality - Borrowed from the idea of the Microsoft product "Team Foundation Server"(MSFT Agile 5.1 Framework)
- Determine an approach/process to use
 - Agile Process

- Business Requirements are frozen once a Release is being defined. Need to iterate through the complete sprint before any changes to the business requirements are made.
 - Any new changes to the business requirements has to go through a new sprint cycle, capturing the enhancement/ scope changes and pushing them through a new sprint cycle.
 - Need to build in the ability to respond to risks as they arise and difficult requirements
- Possibly implement Test Driven approach wherein the source code is built on top a testing framework and each piece of functionality is tested.
- NUnit testing, Jasmine Client Test Framework - test driven development
- Assign roles
 - Manav, Alan - and Implementation
 - Rachit, Yuvaraj - Design
 - Alan - Database
 - Christian- Configuration Mgmt
 - Vipul K - Requirements
 - Tandhy - QA
 - Vipul A - Environment & Integration

Key Decisions

- Project name is PLM - Project Life Cycle Management
- Google code
 - [https://code.google.com/p/yawp/\(??\)](https://code.google.com/p/yawp/(??))
 - We will use SVN on Google code
 - Source code license - Apache License 2.0(??)
 - Labels - Project, Html5, JQuery, C#
- Time tracking
 - Week start on Thursday
 - Week end on Wednesday
 - Get time to Grace by noon on Wednesday
- Communication Plan
 - Use Google group for email communication
 - Use Trello for task tracking (to-do and complete) and discussions/brainstorming
 - Use Google Code for document and code repository, version control
- Roles assigned:

Action Items:

- Team would research Business Requirements more in detail so that the requirements are gathered, consolidated and finalized.
- Christian to research on the Github overall functionality and feasibility for using it as Source Code Repository, Bug tracking, documentations.