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

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Date and Time : 10/10 5.00 PM and 8:00 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 Monday, Oct 14 2013.

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).

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.

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/knowing 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/(??)
  - 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.