**CS673 Software Engineering**

**Team 4 : TV Bums**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of the document. For example, meeting 3 minutes is placed before meeting 2 in the document. The team leader should prepare a basic agenda for the meeting and team members should rotate to be the minutes taker. Each group should have at least one meeting per week, and you may have multiple meetings if needed.

**Meeting 3**

**Meeting 2**

**Date and Time: September 8, 2023 at 9:30 pm to 10:00 pm EST**

**Place: Zoom**

**Participants**: **Mahim Choudhury, Zhe Huang, Trevor Cardoza, Delaney Sullivan, Haoren Chen, David Mulvihill**

**Minutes taker: Delaney Sullivan**

**Timekeeper:**

**Purpose: Project proposal and roles assignment**

**Agenda:**

-Discuss what project to work on

-When and how can we complete SPPP, meeting minutes, progress report, and presentation(with video)

-Are we all cool with the tech stacks?ci/cd,docker,devops,sast,deployment, etc?

-Group name and project name

-Make sure everyone is aware of the team 4 git repo and can follow lab 1

-Bring up the jira tool for defect management

**Project Ideas:**

-Movie or TV show tracker

-Epub generator

**Key Decisions**

Team meeting will be weekly at 11 am EST starting September 16th

BUMTV decided as app name (Boston University Movie TV)

TV-Bums team name

Team roles decided

* Team Leader: Shared for now
* Requirement Leader: Delaney
* Design and Implementation Leader: Trevor
* QA Leader: Zhe
* Configuration Leader: David
* Security Leader: Mahim

**Action Items:**

* David: set up AWS
* Everyone: edit SPPP
* Delaney: risk management

**Meeting 1**

**Date and Time: September 7, 2023 at 8:20 pm to 8:50 pm**

**Place: Zoom**

**Participants**: **Mahim Choudhury, Zhe Huang, Trevor Cardoza, Delaney Sullivan**

**Minutes taker: Mahim Choudhury**

**Timekeeper:**

**Purpose: Intro meeting and get to know each other**

**Agenda:**

-Get to know each other: location, professional background, scheduling, etc.

-When can we all meet?

-Familiarity with tools: js, python, flask(not everyone)

-Group name and project name

-Set up team 4 github repo and set up locally

-Review what to do for Lab 1

**Discussions:**

-We have people from many time zones and we will continue to discuss what time will work best for everyone

-We will mostly meet in the weekends using zoom as a primary meeting tool and use discord for continuous communication vi chatting

- Everyone from the meeting has less or more experience in the tech stack we will use for the project

- We have preliminary idea about the project and group name but we haven’t fixed it yet

-Team 4 git repo was set and a Lab-1 branch was created. Attendees were able to set up the github locally and start working on lab-1

-Attendees discussed the requirements of lab-1 and understood it.

**Project Ideas:**

-Movie or TV show tracker

-Epub generator

**Key Decisions**

-Go for simple projects with less programming complexity

-Focus on software engineering methods/process

-Project name:

-Team name:

-Leader roles: not yet done

-Meeting time: September 8th 9:30 pm est-

**Action Items:**

-Decide on what project to work on

-Set roles

-Read project description and watch all videos

Below is an example from a previous project (You shall delete this part in your meeting minutes)

**Date and Time:** 1/26/12 7 - 8PM

**Place**: Group Phone Call

**Participants:** Dan Spuches, Grace Hopkins, Craig Cato

**Minutes taker:** Dan Spuches

**Time Keeper:** Craig Cato

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Provide effort hours so far
* Finalize communication plan
  + Google group vs. Trello
* Find and discuss related works
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
* Brainstorm requirements
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Determine group name
  + Is this the same as project name? Yes
* Determine project name
  + Yet another weight tracker - taken
  + Yet another weight program - YAWP
    - Don't want to make YAWP noise when you stand on the scale
  + BodyStats
  + Yet another weight history program
  + Yet another weigh-in program
  + Yet another weight oriented program
* Provide effort hours so far
  + Members will email hours spent so far to Grace
  + Need to decide start/end of week
    - Week starts Saturday, ends Sunday
* Finalize communication plan
  + Google group - email distribution
  + Google code - upload and track all documents (including agenda, minutes, etc)
  + Trello - Discussions/brainstorming/to-do and completed tasks
* Find and discuss related works
  + http://download.cnet.com/Weight-Tracker/3000-2129\_4-10458217.html
  + weightchart.com
    - Web based
  + weightwatchers.com
    - Web based
  + Our project is standalone, not web based, open source (differentiator)
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
  + SVN or GIT?
    - We will use SVN
    - Tortoise SVN for windows
  + What license will we use?
    - Apache 2.0
    - What are the terms?
    - Need to tag all works with the license text from http://www.apache.org/licenses/LICENSE-2.0
* Brainstorm requirements
  + Functional
  + Non-functional
  + Desktop java standalone client
  + Not networked
  + Single user per instance
    - Future - multiple users
  + Need to be able to enter weights
  + Calculate BMI
  + Charting over time
    - Export charts?
    - Daily weight change
    - Monthly weight loss
    - Trending of data
    - Projections
  + Target weight
  + Sounds?
    - Applause for loss
    - YAWP for gain
  + Computerize printed charts
  + Print charts/data
  + Export and save functions
  + Options
    - Configurable units
      * English vs metric
      * LBS vs KG vs Stones?
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Project criteria
  + Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
  + Complexity - will be sufficiently complex
  + Originality - it is original because Craig created the concept
* Determine an approach/process to use
  + Waterfall with feedback/iteration
    - Ability to revisit requirements and re-shuffle priorities
    - Need to build in the ability to respond to risks as they arise and difficult requirements
  + Possibly some agile concepts/aspects - prototype and test driven
  + JUnit testing - test driven development
* Assign roles
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Key Decisions**

* Project name is YAWP - yet another weight-tracking program
* Google code
  + https://code.google.com/p/yawp/
  + We will use SVN on Google code
  + Source code license - Apache License 2.0
  + Labels - health, academic, java
* Time tracking
  + Week start on Sunday
  + Week end on Saturday
  + Get time to Grace by noon on Sunday
* 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:
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Action Items:**

* Review terms of Apache license - Dan, Craig, Grace
* Submit time to Grace by noon Sunday - Dan, Craig, Grace