**CS673 Software Engineering**

**Team 4: The 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 8**

**Date and Time: October 14, 2023**

**Start Time: 11:00 AM**

**End Time: 12:00 PM EDT**

**Place: Zoom**

**Zoom Link:** [**https://drive.google.com/file/d/1bOpVSn3bBgK9cKTT7nhSkhsggh8JRTI7/view?usp=drive\_link**](https://drive.google.com/file/d/1bOpVSn3bBgK9cKTT7nhSkhsggh8JRTI7/view?usp=drive_link)

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

**Minutes taker: David Mulvihill**

**Timekeeper: David Mulvihill**

**Purpose: Team member updates and state of code**

**Agenda:**

* **Team Updates:**
  + David has been working on CSS/Javascript.
  + Mahim profile page to add a logout functionality and to match the page to an actual user.
  + Delaney has been working on making sure code, commenting, etc. is clean and adhering to conventions.
  + Trevor will be working on the watch list and related functionality.
  + Zhe is working on system wide tests.

**Action Items:**

* Finish testing - Zhe
* Complete CSS - David
* Finish profile page - Mahim
* Finish watch list - Trevor
* Standardize/clean code and include comments - Delanay
* Meet on Sunday, October 14, 2023 at 8:00 p.m. EDT

**Meeting 7**

**Date and Time: October 7, 2023**

**Start Time: 11:00 AM**

**End Time: 12:00 PM EDT**

**Place: Zoom**

**Zoom Link:** [**https://drive.google.com/file/d/1lJaL7AcapQ8pb-97o7-PlxONTklnZSS8/view?usp=drive\_link**](https://drive.google.com/file/d/1lJaL7AcapQ8pb-97o7-PlxONTklnZSS8/view?usp=drive_link)

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

**Minutes taker: David Mulvihill**

**Timekeeper: David Mulvihill**

**Purpose: Team member updates and state of code**

**Agenda:**

* **Application Update:**
  + Zhe reviewed some issues with the application code
    - Line 32 of landing\_page.html
    - There are issues with the url
    - Mahim said he refactored a number of things with respect to the db connector
* **Discussion:**
  + **Review Feedback from Iteration 1**
    - Pull Requests workflow
      * Create a pull request
      * Assign reviewers
      * Ping reviewers in Discord Channel
      * Reviewers review and leave a comment
      * Merge pull request
  + **Reviewed Application Workflow**
* **Action Items:**
  + Delaney will manage the Team Jira Board
  + Meeting Cadence -
    - Sunday, October 8th, 8:00 p.m. EDT;
    - Wednesday, October 8th, 8:00 EDT
    - Saturday, October 14th, 11:00 a.m. EDT
    - Sunday, October 15th, 8:00 p.m. EDT
  + David: update db with a table for watch list and also update db schema
  + Zhe: update testing documentation
  + Trevor: update app diagram in SDD
  + Mahim will update SDD sequencing diagram
  + David will update CSS and Javascript
  + David will deploy container to AWS ECS
  + David will troubleshoot the RDS error on Terraform apply
  + Delaney will take lead on cleaning up the project, refactoring etc.
  + David will ask facilitator if we all need to test and if so, does it have to be unit testing

**Meeting 6**

**Date and Time: September 30, 2023**

**Start Time: 11:00 AM**

**End Time: 12:00 PM EDT**

**Place: Zoom**

**Zoom Link:** [**https://drive.google.com/file/d/1OKvzRxEw49StmEi8JcFOtL11DHBdbX-8/view?usp=drive\_link**](https://drive.google.com/file/d/1OKvzRxEw49StmEi8JcFOtL11DHBdbX-8/view?usp=drive_link)

**Participants**: **Mahim Choudhury, Trevor Cardoza, David Mulvihill，Zhe Huang**

**Minutes taker: Mahim Choudhury**

**Timekeeper: Mahim Choudhury**

**Purpose: Discuss updated code and devops process**

**Agenda:**

* **Action Item Update:**
  + Review landing page updates(20 minutes)
  + Overview of the devops process used for CICD with aws deployment(20 minutes)
  + Review email and form validation(10 minutes)
  + Possibly discuss more updates

**Key Decisions:**

* David went over the Devops
  + Dockerfile setup
  + TF setup
  + AWS resources
  + Load balancer, DNS demo
  + Security groups
* Trevor is working on routing. New html page
* Zhe will merge his validation code

**Action Items:**

* Continue to improve/add required features in the webapp
* Trevor:
  + Design
  + Polish first draft of SDD
* Delaney:
  + Update risk management
* Everyone:
  + Progress report
* David:
  + Work on navigation with java script
* Mahim:
  + Security Design in SDD

**Discussion:**

* Discussed existing code for the landing page
* Work on password constraint.(flask-WTF,WTForms or something else)
* The video imformation
* Email validation(need Email server or gmail address)
* Javascript?
* HTML page
* What should be in the database?
* Watchlist
* css

**Meeting 5**

**Date and Time: September 27, 2023**

**Start Time 8:30 PM EDT**

**End Time: 9:00 PM EDT**

**Place: Zoom**

**Zoom Link:** [**https://drive.google.com/file/d/1nOvuLDJ6nKnv-\_L6gn9rl\_aAVJK9QmLZ/view?usp=drive\_link**](https://drive.google.com/file/d/1nOvuLDJ6nKnv-_L6gn9rl_aAVJK9QmLZ/view?usp=drive_link)

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

**Minutes taker: Zhe Huang**

**Timekeeper: Zhe Huang**

**Purpose: Discuss and plan coding**

**Agenda:**

* **Action Item Update:**
  + Update landing page
  + Work on implementing some more functions
  + Possibly discuss testing
  + Discuss the Security update (sast scanning addition implemented by Mahim)

**Key Decisions:**

* Basic Javascript for front end
* Work on password constraint and email validation.(flask-WTF,WTForms)
* ID of the movie should be in the database;
* Review of movie(Star)
* Add css.

**Action Items:**

* Continue to improve/add required features in the webapp
* Trevor:
  + Design
  + Polish first draft of SDD
* Delaney:
  + Update risk management
* Everyone:
  + Progress report
* David:
  + Database design in SDD
  + Software architecture in SDD for database
* Mahim:
  + Security Design in SDD

**Discussion:**

* Discussed existing code for the landing page
* Work on password constraint.(flask-WTF,WTForms or something else)
* The video imformation
* Email validation(need Email server or gmail address)
* Javascript?
* HTML page
* What should be in the database?
* Watchlist
* css

**Meeting 4**

**Date and Time: September 23, 2023 at 11:00 am to 12:25 pm EDT**

**Place: Zoom**

**Participants**: **Mahim Choudhury, Delaney Sullivan, David Mulvihill, Trevor Cardoza**

**Minutes taker: Trevor Cardoza**

**Timekeeper: Trevor Cardoza**

**Purpose: Deliverables, SDD and Jira issues**

**Agenda:**

* **Action Item Update:**
  + Start with login page design and get first draft pushed
* **Iteration 1 Group Submission:**
  + Due date: September 26, 2023
  + Items to be included:
    - Readme.md (updated)
    - doc/CS673\_presentation1\_team4
    - doc/CS673\_SPPP\_teamX (updated)
    - doc/CS673\_SPPP\_RiskManagment\_team4(updated)
    - doc/CS673\_SDD\_teamX (new)
    - doc/CS673\_STD\_teamX (new)
    - doc/CS673\_progressreport\_team4(updated)
    - doc/CS673\_meetingminutes\_team4(updated)
    - code/… : runnable source code
    - demo/CS673\_iteration1demo\_team4 (video)
    - demo/CS673\_presentation1\_team4 (video)
  + Pre-Submission Meeting
    - Sunday, September 24th, 8:00 pm EDT
    - Does this date/time work for everyone?
    - At this time, we will prepare the documents and video for submission.

**Key Decisions:**

* Basic Javascript for front end
* Bootstrap for CSS
* Split registration and login in one html page
* Use of TMDB Python library for getting movie data
* MVC pattern

**Action Items:**

* Continue fleshing out SDD for
* Work on presentation for Monday
* Create Flask app and wire up routing for login and home page
* Trevor:
  + Design
  + Polish first draft of SDD
* Delaney:
  + Update risk management
* Everyone:
  + Progress report
* David:
  + Database design in SDD
  + Software architecture in SDD for database
* Mahim:
  + Security Design in SDD

**Discussion:**

* Discussed workflow of AWS and Terraform
* Discussed high level design of login page
* Went over github and how making changes will work

**Meeting 3**

**Date and Time: September 16, 2023 at 11:00 am to x:xx pm EDT**

**Place: Zoom**

**Participants**: **Zhe Huang, Delaney Sullivan, David Mulvihill**

**Minutes taker: David Mulvihill**

**Timekeeper: David Mulvihill**

**Purpose: Project proposal and roles assignment**

**Agenda:**

* **Action Item Update:**
  + The following items are action items from the last meeting:
    - David
      * AWS account being used is David’s personal AWS account
      * He will provide user logins with read access to team members so that they can view deployed infrastructure
      * Pipelines in the form of GitHub Actions have been built and deployed to the project repo, and deployments are being made to the AWS account
      * One other pipeline/GitHub Action workflow will be set up and configured for the container being deployed to AWS ECS Fargate
      * David has also started working on the Dockerfile for the the Flask app
    - Everyone: edit SPPP
      * Zhe said he will update the QA portion of the SPPP since when it was submitted for Iteration 0, this information was not included
    - Delaney: risk management
      * Delaney is continuing to update the risk management documentation
* **Application Architecture:**
  + - This is the current architecture for the team application:
    - Deployed to AWS
    - The application will run on a container and deployed via ECS Fargate
    - An application load balancer will route traffic to the application
    - An RDS MySQL database will be used for application data
    - The team also discussed what type of database should be used.
    - Since Delaney and David have a lot of experience with databases and MySQL in particular, the team decided to use an Aurora MySQL Serverless RDS on AWS.
* **Iteration 1 Group Submission:**
  + Due date: September 26, 2023
  + Items to be included:
    - Readme.md (updated)
    - doc/CS673\_presentation1\_team4
    - doc/CS673\_SPPP\_teamX (updated)
    - doc/CS673\_SPPP\_RiskManagment\_team4(updated)
    - doc/CS673\_SDD\_teamX (new)
    - doc/CS673\_STD\_teamX (new)
    - doc/CS673\_progressreport\_team4(updated)
    - doc/CS673\_meetingminutes\_team4(updated)
    - code/… : runnable source code
    - demo/CS673\_iteration1demo\_team4 (video)
    - demo/CS673\_presentation1\_team4 (video)
  + Pre-Submission Meeting
    - Monday, September 25th, 9:00 pm EDT
    - Does this date/time work for everyone?
    - At this time, we will prepare the documents and video for submission.
* Review Project Repo
  + David reviewed the project repo configuration with the team
* The team also discussed the addition of a new team member, Jianing Li.
  + David will contact Jianling regarding the role they would like to assume

**Key Decisions:**

* Based on the experience of team members, an RDS/MySQL on AWS will be used for the application database.
* Zhe Huang will update the QA portion of the SPPP.

**Action Items:**

* Reach out to Jianling regarding the role they would like to assume.
* Ask the professor/facilitator if we can use Jira instead of Pivotal tracker.
* For submission of Iteration 1 documentation, there will be a pre-submission meeting on Monday, September 25th, 9:00 pm EDT, to finish up the documentation and record the presentation video.

**Meeting 2**

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

**Place: Zoom**

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

**Minutes taker: Delaney Sullivan**

**Timekeeper: Delaney Sullivan**

**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