

2024-03-04 Meeting Before Meeting the Client

Minutes by Zimu

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1 Attendance

Alian, Ellen, Neha, Runtian(Tim), Zimu

2 Summary

- TLDR: Alian is backend, Ellen is fullstack dev, Neha is QA, Tim is frontend, Zimu is PM. Sprints every week, meetings on Mondays 10-11am. Meeting with client about requirements this Friday.
 - Collection of questions to ask on Friday: Teams Document Link
- This is the first formal meeting with the full team. The team introduced themselves, their expertise and interests. Discussion topics today include work delegation, sprints, which questions should be brought up in our upcoming first meeting with our client on Friday (2024-03-08), what our tasks are for the first sprint of the project.

3 Topics

3.1 Each member's past experiences and interests

- Alian
 - full-stack web, flask
 - experienced in security related topics
 - some amount of database and iOS app dev experience
- Ellen
 - comfortable with web, js, next-js, typescript, html, react, tailwind css, bulma, flask
 - enjoys drawing interfaces for prototypes with figma
 - android dev experience
 - some amount of cloud experience
 - open to try tasks others don't want to do
- Neha
 - work experience in automation

- linux
 - python, js, other languages also
 - some amount of cloud experience
- Tim
 - lots projects in front-end
 - could also do backend
- Zimu
 - C, C++, python, lua
 - UX design
 - some amount of cloud experience

3.2 Organization-related Topics

3.2.1 Roles (Potentially subject to change after Friday)

- Project Manager: Zimu
 - General Secretary Tasks
 - Meeting Minutes
 - Project Documentation
- Front-end, UI Design: Tim
- Back-end: Alian
- Full-stack general developer: Ellen
- Testing, QA: Neha Types of testing mentioned: unit testing, regression testing, server-capacity testing

3.2.2 Implement Sprints, 1 week per sprint

- Monday 10am-11am weekly meeting
- **Sprint 1 objective: prepare questions for friday client meeting, delegate work to each member after Friday meeting**

3.2.3 How to prevent integration issues?

- seems this is a big problem for many previous teams
- some kind of standardized way of communicating interface design and module integration
- **This needs to be talked about again when/before development begins.**

3.3 Tech choice for the app

- First choice is web since most members are most familiar with web.
- The way specification is worded (“notification” and whatnot) sounds like the client is thinking of mobile apps. However, mobile apps would likely need both Android and iOS port, which adds workload for no functional gain. Apple’s platform adds even more work. If only Android app is needed then it’s much more feasible. Find out more about the requirements and decide if it’s necessary to go with mobile apps. If web would suffice, communicate that with the client and get permission. Perhaps communicate this whole situation with client in Friday meeting.

3.4 App Requirements and Potential Questions/Topics for Friday

This is a collection of questions and topics for Friday that are brought up during this meeting. Use it for reminder/inspiration. A more formal collection of questions and topics are in the link above. (Same Link Again)

3.4.1 Integration with existing systems

Does the client have an existing system they would like us to integrate? eg user database.

3.4.2 Information about user base

- User demographics Are they old? Do they know about tech? What preferences do they have?
- How many users? How often will there be new users?

- Scalability for future
- Feasibility of beta testing

3.4.3 Sign-in mechanism

- google sign-in support (clerk)
- Services that provide single sign-in with phone number and sms pass-code (**Needs research**)

3.4.4 Security Related questions

- what kind of personal information are we processing?
- what needs to be saved on server?
- what does “secure and encrypted” mean to the client
- Encryption Key safety?

3.4.5 Notification

- SMS notification
 - Will this fulfill client’s requirements?
 - Is there free SMS notification service? (**Needs research**)
- Email notification
 - Will this fulfill client’s requirements?

3.4.6 Two different web clients: for doctors and for patients

These two groups of users have very different usecases. So naturally there needs to be two versions of the app that cater to each

3.4.7 Budgeting for Server and other upkeeping fees

3.4.8 Client graphics elements like logos and color scheme

3.4.9 Stress Intuitiveness and user-friendly-ness

4 Tasks before Friday

4.1 Alian

- Research on possible tools to be used in the project, like sms services and costs associated with different platforms
- Prepare questions about backend for Friday meeting with client

4.2 Neha

- Summary of the project requirements so far
- Share group report documentation skeleton with Zimu
- Share team accountability skeleton
- Prepare questions about testing for Friday meeting with client

4.3 Tim

- Create a figma file and add the rest of the team to it
- Prepare for questions about frontend for Friday meeting with client

4.4 Ellen

- Prepare questions about development in general for Friday meeting with client

4.5 Zimu

- Edit and publish this minute
- Communication with client, confirm Friday meeting and prepare for recording
- Prepare questions about client interaction and project as a whole

- Speak with Atif about Neha graduating between semester 1 and 2 and find out what to expect