Fall-Guy Meeting Minutes

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| Meeting date | Content |
| 9/10 | We met virtually to get familiar with each other. |
| 9/14 | Discussion over the theme of our projects. There are three potential themes, including Latex Transformer, Customized Calendar, and RPI Population Tracker. |
| 9/21 | We discussed all the possible projects and decided to implement the RPI Population Tracker in this semester. We also thought about some requirements. |
| 9/28 | Discussed about the overview and general idea of our project |
| 10/5 | Discussion about how to design the domain model diagram and the deployment diagram of the project. |
| 10/15 | Provide analysis class diagrams that identify conceptual classes, associations, and attributes within our project domain; |
| 10/19 | Making the project schedule and WBS(work breakdown structure). |
| 10/26 | Refined our design and shared thoughts about technical presentations. |
| 11/2 | Working on the deliverable. Mainly focus on sequence diagram.We decided to use PyQt as our framework and created a basic model of the project. We also found a package that generates a visualized picture with given data and worked on the package recently. |
| 11/9 | Having a design review with team Bald Heads Squad. We add a MVC design pattern based on their feedback. |
| 11/16 | Start implementation and divide up the work. |
| 11/23 | Discuss the implementation and testing plan. We decided to use Tkinter as our framework and created a database using sql. |
| 11/30 | Finalizing the testing plan(unit test). |
| 12/7 | Finished the team presentation |
| 12/13 | We discussed the content of team deliverable 5. |

**Meeting Minutes & Action Items Record**

**Team Fall Guy**

**Ruizhe Li (lir5)**

**Danyi Gao (gaod3)**

**Haifeng Tan (tanh)**

**Zhaolong Lin (linz9)**

**Yinghao Zhao (zhaoy15)**

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| **Date & Time** | Monday, September 10, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Discussion over the theme of our projects. |
| **Itemized Agenda:** | 1. Introduce ourselves 2. Write our names 3. Talk about the course |
| **Minutes (i.e. Decisions):** | Introduce each team member with his or her detailed information like personal information and technical skills |
| **End Time:** | 3:15PM |
| **Next Meeting:** | Monday, September 14, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, September 14, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | We met virtually to get familiar with each other. Discussion over the theme of our projects. |
| **Itemized Agenda:** | There are three potential themes, including Latex Transformer, Customized Calendar, and RPI Population Tracker. |
| **Minutes (i.e. Decisions):** | No decision.Think about possible project themes and its pros and cons, before next meeting. |
| **End Time:** | 3:25PM |
| **Next Meeting:** | Monday, September 21, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, September 21, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Do the team deliverable 1. |
| **Itemized Agenda:** | We discussed all the possible projects and decided to implement the RPI Population Tracker in this semester. We also thought about some requirements. |
| **Minutes (i.e. Decisions):** | (a) Discussed requirements specifications and made a list of questions for the client to review and answer (need to schedule a meeting with them)   (b) Performed risk analysis; for the requirement stating that security must be handled via existing RCS authentication, we need to learn more about how to do this, if feasible, etc.   (c) Established team member roles: Paul will be project manager; Lucy will be the primary designer and lead architect; George will be programmer; John will focus on testing (verify with John); Ringo will play the drums  (d) Core requirements seem feasible for a beta release in six weeks |
| **End Time:** | 3:45PM |
| **Next Meeting:** | Monday, September 28, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, September 28, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Do the mini assignment2 and read team deliverable 2.Have a more specific view of our project and see if it is practical. |
| **Itemized Agenda:** | Discussed about the overview and general idea of our project. |
| **Minutes (i.e. Decisions):** | Decide the main idea of the project |
| **End Time:** | 3:15PM |
| **Next Meeting:** | Monday, October 5, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, October 5, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Discussion about how to design the domain model diagram and the deployment diagram of the project. Prepare for Mini Assignment 3. |
| **Itemized Agenda:** | Discussion about how to design the domain model diagram and the deployment diagram of the project. Complete Mini Assignment 3 before its due date. Each member is assigned with part of the assignment. |
| **Minutes (i.e. Decisions):** | Complete Mini Assignment 3 before its due date. Each member is assigned with part of the assignment. |
| **End Time:** | 3:15PM |
| **Next Meeting:** | Monday, October 15, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, October 15, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Draw analysis class diagrams. |
| **Itemized Agenda:** | Provide analysis class diagrams that identify conceptual classes, associations, and attributes within our project domain; |
| **Minutes (i.e. Decisions):** | No decisions |
| **End Time:** | 4:25PM |
| **Next Meeting:** | Monday, October 19, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, October 19, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Making the project schedule and WBS(work breakdown structure). |
| **Itemized Agenda:** | Talk about the project schedule and discuss which language or tool is suitable for the project and draw the WBS(work breakdown structure). |
| **Minutes (i.e. Decisions):** | We decided to use the PyQt. |
| **End Time:** | 3:15PM |
| **Next Meeting:** | Monday, October 26, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, October 26, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Refined our design and shared thoughts about technical presentations. |
| **Itemized Agenda:** | Talk about the requirements of the technical presentation and find out if there is anything missing. |
| **Minutes (i.e. Decisions):** | No decisions |
| **End Time:** | 3:15PM |
| **Next Meeting:** | Monday, November 2, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, November 2, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Working on the deliverable. |
| **Itemized Agenda:** | Mainly focus on sequence diagram.We decided to use PyQt as our framework and created a basic model of the project. We also found a package that generates a visualized picture with given data and worked on the package recently. |
| **Minutes (i.e. Decisions):** | We finished the deliverable and asked everyone to learn the PyQt. |
| **End Time:** | 5:15PM |
| **Next Meeting:** | Monday, November 9, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, November 9, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Working on the Mini Assignment 4. |
| **Itemized Agenda:** | Having a design review with team Bald Heads Squad. We add a MVC design pattern based on their feedback. |
| **Minutes (i.e. Decisions):** | We finished the assignment and found out how to add the MVC design pattern on our project. |
| **End Time:** | 4:15PM |
| **Next Meeting:** | Monday, November 16, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, November 16, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Start implementation and divide up the work. |
| **Itemized Agenda:** | We opened a team workspace on Visual Studio which can be shared.  Then we started dividing the work and wrote the code. |
| **Minutes (i.e. Decisions):** | We changed the frame from PyQt to Tkinter to do the implementation. |
| **End Time:** | 4:35PM |
| **Next Meeting:** | Monday, November 23, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, November 23, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Do the implementation and finish the testing plan. |
| **Itemized Agenda:** | Discuss the implementation and testing plan. We decided to use Tkinter as our framework and created a database using sql. |
| **Minutes (i.e. Decisions):** | Keep on using Tkinter to implement. |
| **End Time:** | 4:25PM |
| **Next Meeting:** | Monday, November 30, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, November 30, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Finalize the testing plan(unit test). |
| **Itemized Agenda:** | We first go back to the requirements we wrote before in the team deliverable 1&2.  Then we classify the requirements.  At last we write the test cases corresponding to the requirements. |
| **Minutes (i.e. Decisions):** | Finish the test cases. |
| **End Time:** | 5:25PM |
| **Next Meeting:** | Monday, December 7, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, December 7, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Finish the team presentation |
| **Itemized Agenda:** | We read over the instructions of the presentation.  Then we did the powerpoint corresponding to the pdf.  Divide up our presentation.  After everyone finished their job of the powerpoint and script,  we go to the webex meeting room to record the presentation. |
| **Minutes (i.e. Decisions):** | Finish the presentation |
| **End Time:** | 6:35PM |
| **Next Meeting:** | Monday, December 13, 2020 at 2:15PM EDT |

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| **Date & Time** | Monday, December 13, 2020 at 2:15PM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | K |
| **Attendance:** | All team members present . |
| **Meeting Purpose:** | Finish the team deliverable 5 |
| **Itemized Agenda:** | We read over the instructions of the team deliverable 5  Open a google doc  Divide up the group homework. |
| **Minutes (i.e. Decisions):** | Finish the team deliverable 5, implementation and the course! |
| **End Time:** | 4:35PM |
| **Next Meeting:** | Course Finished!!!!!!!!!!!!!!!!!!!!!!! |