

Meeting Notes (9/18):

Goals:

- To complete the Project Management Plan

Next Meeting:

- Friday the 22nd

To-Do:

- Do what you were assigned to do

Notes:

- We started the meeting by deciding what we did and didn't need for the plan
- What we need
 - Introduction
 - Purpose
 - Teja will do this
 - Scope
 - Hannah completed this in the meeting
 - Terms
 - Go through closer when we turn it in to figure it out
 - Maddie will do this
 - Project Purpose
 - Write what the purpose of the project is. Write what is already given to us
 - Christina will do this
 - Assumptions & Constraints
 - Talk about how it's in C++, etc.
 - Teja will do this
 - Deliverables
 - Keep this up to date with all the due dates and Everything
 - Magaly will do this
 - Evolution of SE Development Plan
 - Wait on doing this because we don't have anything to talk about the development
 - Organizational Structure
 - Roles
 - Project Owner
 - Hannah
 - Project Designer
 - Christina
 - Utility Developer
 - Maddie
 - Project Lead
 - Teja
 - Project Lead
 - Magaly
 - Iteration Objectives
 - Say that we're going to get the entire project done by the end date.
 - Maddie
 - Quality Control

- Maddie
- Risk Management
 - Teja
- 4.3
 - Magaly
- Annexes
 - Hannah

Meeting Notes (9/22):

Goals:

- To revise and submit the Project Management Plan

Next Meeting:

- Friday the 22nd

To-Do:

- Discuss Software Development Plan and Submit Deliverable 1

Notes:

- We started the meeting by looking over the our completed tasks on the Software Development Plan
- Revised each subtopic of the Plan as a group and added extra details to the document
- Edited formatting of the document for cohesiveness
- Changed project meeting date to Fridays every week to better fit the deadlines of the deliverables
- Discussed about figuring out how to submit documents through GitHub to submit first deliverable
- Confirmed submission

Meeting Notes (10/2):

Goals:

- To assign tasks to complete Software Requirement Specifications

Next Meeting:

- Monday the 9th and Friday the 13th

To-Do:

- Discuss feedback from Deliverable 1 and discuss tasks for Software Requirement Specifications

Notes:

- We started the meeting by discussing the feedback received from deliverable 1
- We discussed each part of the Software Requirement Specifications and assigned team members tasks

- We scheduled next week's meetings, plan to have our tasks done by Monday's meeting to revise as a team

Meeting Notes (10/9/23):

Goals:

- To complete the Software Requirements Specifications

Next Meeting:

- Potentially Monday the 23rd from 1-2PM

To-Do:

- Figure out how to upload document correctly to GitHub

Notes:

- This meeting we are going through our work to determine what we need to fix prior to turning in the SRS document.
- We completed the document
- All that's left will be to upload the SRS to GitHub and Hannah will be doing that