

## 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 9<sup>th</sup> and Friday the 13<sup>th</sup>

**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

Meeting Notes (11/3/23):

**Goals:**

- To assign and discuss software architecture document

**Next Meeting:**

- Monday 11/06 1pm

**To-Do:**

- assign tasks on document
- Finish tasks assigned for document
- Discussion on Sunday at 4pm to discuss architecture and diagram

**Notes:**

- Assigned roles for introduction and rest of document
- Discussed terminology used in document template
- Planned design of classes in program and discussed how to implement
- Planning diagram type/structure

Meeting Notes (11/06/2023):

**Goals:**

- To evaluate and complete our current Software Architecture Document

**Next Meeting:**

- Monday the 13th

**To-Do:**

- Code your portion

**Notes:**

- We started the meeting by going through the current document that we all edited outside of our meeting times.
- Things Updated:
  - References - Adding document descriptions
  - Architectural Representation - Fixing it with new understanding of section's purpose
  - Quality - Adding information about the structure
  - Cleaned up formatting
- Christina and Maddie will do front end
- Magaly, Teja, and Hannah will do back end