Meeting Notes (9/18):

<u>Goals:</u>
- To complete the Project Management Plan

<u>Next Meeting:</u>
- Friday the 22nd

<u>To-Do:</u>
- Do what you were assigned to do

<u>Notes:</u>
- 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 competed 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

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):
<u>Goals:</u>
- To evaluate and complete our current Software Architecture Document

<u>Next Meeting:</u>
- Monday the 13th

<u>To-Do:</u>
- Code your portion

<u>Notes:</u>
- 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

Meeting Notes (11/13/2023):

<u>Goals:</u>
- To look through progress on implementation

<u>Next Meeting:</u>
- Friday 11/17

<u>To-Do:</u>
- Finish 3/4ths of the way through the code, find errors, discussions with groups to discuss any errors before the next meeting

<u>Notes:</u>
- Updates on our front-end/back-end groups
- Shared replit to work together
- Discussed plan to debug and find errors
- Plan schedule for rest of project
- Formatting Code: - fix tabing - Naming Camelcase – lowerUppercase
- comment as you go

- prologue comments at top of file with names
- comment descriptions before each method

Meeting Notes (11/17/2023):

Goals:
- To look through progress on finishing implementation/testing

Next Meeting:
- Monday after Thanksgiving Break(11/27), discussion Wednesday 29th for code updates

To-Do:
- Create and run test cases over the weekend by Monday/Tuesday, inform about and figure out errors, start working on user manual over Thanksgiving Break

Notes:
- Updates on our front-end/back-end groups
- Planning testing/keeping track of test cases
- 10 test cases each for one operator assigned
- Plan for finishing up our documents for end of project
- Assigning user manual portions

Meeting Notes (11/06/20 23):

Goals:
- To check-up on the test case document

Next Meeting:
- Next Friday (11/27/2023)

To-Do:
- Finish the User Manual
- Notes:
- We reviewed our test case document.
- We took our instructions out of the loop to only print them once.
- We discussed if there was anything else we needed to do, deciding we only need to finish the user manual.
- We discussed any confusion we had over the user manual

Meeting Notes (12/01/2023):

Goals:
- To check-up on the User Manual document and make any final touch ups to the project

Next Meeting:
- This was our final meeting

To-Do:
- Update screenshots in user manual
- Update interface description in Software Architecture Document
- Update logical view in Software Architecture Document

Notes:
- User Manual:
  - We updated Getting Started and Troubleshooting to improve the quality
  - We decided we need to update the screenshots of examples of code due to pictures of outdated code (Teja).
- Gantt Chart:
  - Maddie is creating for the Software Requirement document (Completed)
- Software Architecture:
  - Updating interface description (Christina) and logical view (Hannah/Magaly)