

Meeting notes for the meeting with John tomorrow:

Points 7-11 on the doc need to be discussed first as they are the most important parts of the submission.

Especially 10, need to clarify the type of project and the data, test cases and metrics.

Clarify the clients and stakeholders for our specific section, as opposed to his project on a whole.

Splitting up sections of the submission to research further and asking questions in the meeting with John (not our fixed sections for the submission document).

Bahar – Points 7 and 8: the Client and other stakeholders, and Project Constraints.

Krishika – Point 9 and 12: functional requirements, and predicted risks and issues.

Nathan – Point 11: Non-functional Requirements

Lawrence – Point 10: Data and Metrics

Neha: midterm, cannot come to meeting but brought up some points in this document.

Roles we will be implementing as a group:

Project Manager: Develop a plan for the team to have a set weekly meeting according to submission deadlines, lead the team and meetings, keep the project on schedule and ensure we have all deliverables ready by the deadline. Assign tasks to members and ensure everyone works on their tasks and is on track. Ensure the working space is collaborative and helpful so that team members can ask for help and help each other when issues arise.

Note Taker: Rotational role, different person every meeting, ensures we have adequate notes from the meeting recording assigned tasks, project updates and task updates. Posts meeting notes on GitHub.

Software Developer: Code assigned tasks to the best of their ability and test code updates before committing to group GitHub.

UI/UX: design project UI/UX with a focus on ensuring the user has a good user experience and the interface is accessible. Works with the software developer to ensure that the interface and the code are interacting correctly and smoothly.