Date: 2/13/18

Time: 11am to 12pm EST

Participants:

**Agenda Items**:

1. (10 min) Overview
   1. Review of [Statement of Work](https://drive.google.com/drive/folders/1XzFBip10J0Zcv7JtBaMxi-DDV92OSRpV) and changes due to change in scope
   2. Percent complete
2. See change Request S-001 (scope change)Check-in Chart
   1. (15 min) Wireframe
      1. Presentation of IH\_Assignment8.sln
      2. Also had to create a login for “Website Design using PHP/SQL”
      3. Ingrid show example from app dev class
      4. ACL
   2. (15 min) Use cases
      1. Decide on Disable, Delete, Create
      2. Ivy beyond the wall?
3. (5 min) PM updates
   1. Weekly status report (filled out timesheet?)
   2. NDA still a thing?
      1. No sponsor at all?
      2. Using real data?
   3. Responsibilities
      1. Agenda
      2. Deliverable delegation
      3. Check ups
   4. [Communications Plan](https://drive.google.com/open?id=1Lw_O8VNb6CFrjRN1j6VtVgAnpQ0bHOor) for reference
4. (5 min) Deliverables to do this week
   1. Sue
      1. As much CSS as possible
      2. Draft [style theme](https://drive.google.com/open?id=1r91BifKJ1T7pEU6YQctYbxCMg4oMj5Y4) for reference
   2. Ingrid
      1. QA templates ready for review?
      2. Research on how to import a spreadsheet through one.com (essentially how to build an import wizard) → so we can import spreadsheet instead of enter user one by one
      3. Weekly reporting duties
      4. Round up money to purchase platform
      5. Critical Path diagram
      6. PM changes

* Decision by CB
* Tooltip on schedule
  1. Peres
     1. (see last week’s)
  2. Luis
     1. Use Cases
     2. SSD
     3. First log-in schemes

1. (5 min) Last words?
   1. Filled 7-10 hours last week?
   2. Deliverables due weekly (rather than specific day)
   3. 5-10 or 7-10?

**NOTES:**

* Decisions
  + We make the final decisions
  + We keep testers as planned
  + Use Cases
    - Disable button
      * Ask if ivy beyond the wall or just disable
    - Disable = account only not accessible
  + Wireframe
    - Delete = small button
    - Edit is in column
    - Add = plus button
    - Clarify what next page arrows look like (clear that it means next or prev page)
* Table for Friday
  + Decision on “handoff”
  + Decision on NDA
  + Look more closely style theme
  + Peres shows dialog
* Table for Tuesday
  + Peres deliverables
    - “Control flow: switch”
    - Schedule time with Luis (and others feel free to want in) → Show JS templates in action
    - PHP template → how to “get” from database
* Questions for Professor
  + If prototype, still transition over to IG in scope? → clearer definition of what and for whom in relation to our project
  + *Answer: Define handoff = handoff to other seniors for project*

**Check-in Chart**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WHO | *What* | Status | Needs/ Worries | Critiques | Action |
| SUE | *Wireframe (ACL update,  Style theme)* | 90% | Need to see Ingrid’s idea of ACL and add it to wireframe if group agrees with design | \* IH was going to come up with fields that we can use for first log in? | Will update according to decisions  Will update profile based on class domains  Priority on ACL update |
| *Use Cases* | Waiting on ACL finalization |  |  | Passed off to Luis |
| LUIS | *Tooltip to put on schedule* | DONE | Does anyone remember what we meant by this???? | I think we need to add it to the schedule (IH)” |  |
| *Finish SSDs* | Won’t be doing this this week | Going to wait for us to finalize the use cases |  |  |
| *ER Diagram* | Almost Done | Team approval on class domains |  | - text instead of smalltext  - talk to ingrid about first login |
| *Class Domains* | Almost Done | People should look at it:   UI names,   descriptions (used for tooltips?) |  |  |
| PERES | *“Control flow if/else”* |  |  |  | Will do this week |
| *JS template (Make Visible, Success alert, Authentication Prompt)* |  |  |  | Will do this week |
| INGRID | *QA Templates* | 60% done (in Design QA folder) |  |  |  |
| *New Critical Path* |  |  |  | Will do this week |
| *Scope Changes (prototype, tooltip)* | Protoype Done in Week5 |  |  |  |