

Meeting Date: 8 Nov, 2020

Subject: discussion about project proposal

Discussion result:

1. We decided to build a web application named *Routine+*.
2. Yuan Yao will be the primary contact and Weinien Chen will be the alternate contact.
3. Weinien Chen will draft the brief information of us and project proposal.
4. Yuan Yao as the primary contact will contact with the professor.

Meeting Date: 19 Nov, 2020

Subject: the basic information about the project

Discussion result:

1. We will use a feature-branch workflow to collaborate on the project.
2. We will use an agile development methodology.
3. Yuan Yao will create a public webpage and a Github Project Board.
4. Vy Thai will work on the organization of the project.
5. Weinien Chen will create the Wiki page.
6. Junfeng Zhou will write the Readme file.

Meeting Date: 26 Nov, 2020

Subject: about the communication plan

Discussion result:

1. We will have zoom meeting basically every week, reviewing the work in the past week and setting up goals in the next week.
2. We will discuss issues we encounter in “wechat” chatting software and use a zoom meeting when necessary.
3. We will do mid review and final review of the project in proper time.
4. We will also do a bi-weekly status review monthly and a project review at milestones with the stakeholders.
5. We will show project final demo to our customers (classmates) at the end of the project.
6. The communication plan will be drafted and uploaded by Weinien Chen.

Meeting Date: 3 Dec, 2020

Subject: work assignment

Discussion result:

1. Junfeng Zhou will set up a database connection and a basic framework. He will also do the authentication part.
2. Yuan Yao will work on the main “routine” function part of the project.
3. Vy Thai and WeiNien Chen will go with the advanced functions like “drag and drop” and the appearance of the application.
4. We also discussed test plan, work flow, detailed features and other things.
5. Documents should be collected and managed by Yuan Yao and Junfeng Zhou.

Meeting Date: 10 Dec, 2020

Subject: work checking and detail discussion

Discussion result:

1. We tested the application and provided the feedbacks. Little change need to do with the functions.
2. Some changes will be made to documents to be align with the current application.
3. According to the course requirement, some files need to be reorganized and uploaded to the Github repository.
4. Next we will focus on UI and deployment.

Meeting Date: 13 Dec, 2020

Subject: deploy and preparation for presentation

Discussion result:

1. Vy Thai will work on deploy process.
2. WeiNien Chen will be the primary presenter.
3. Yuan Yao will change the “routine” input into a select block
4. Junfeng Zhou will make the routine moved at the right time automatically