SWE 6633 – Semester Project – Group 6

Meeting Minutes

Meeting Date and Time: Monday, September 14, 2020; 7:30pm

Meeting Location: Microsoft Teams

Meeting Attendees:

Garrett Sisk -y

Kimberly Vanasselberg - y

Justin Ross - y

Latoya Smith - n

Agenda:

1. Review of minutes from last meeting
2. Requirements
   1. Data Model – Kim working on database tables
      1. Project
      2. Managers
      3. Team Members
      4. Risks
         1. Status
         2. Description
      5. Requirements
         1. Functional
         2. Non-Functional
         3. (Priority -> stretch goal)
      6. Labor
         1. Project Phase
         2. Requirement worked on
         3. Employee
         4. Hours
   2. User Interface – Justin working on UI elements
      1. Text entry for:
         1. Project Name
         2. Manager Name
         3. Owner Name
         4. Team Members
      2. Will continue this discussion next Monday meeting
   3. Documentation -> Garrett starting to compile quick plan, emailing prof asking about actual deliverables
      1. Goals:
         1. Quality
            1. Does simple tasks very well
      2. Assessment of resources
         1. Database: 2 hours
3. Task time estimates
4. Scheduling and Milestones
   1. Database design (tables done)
   2. Prototype UI
   3. Quick Plan
   4. Integration
   5. Documentation
   6. Comprehensive Plan
   7. Testing
   8. Final Report/Presentation
   9. User’s Guide
   10. Final Product Deliverables
5. Additions to Agenda for next meeting
   1. Meeting

Adjourned: