**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 13 (04/21 - 04/27 )**

|  |  |
| --- | --- |
| **Date and Time:** 04/25/2016 15:00 - 18:00pm | |
| **Place**: Mugar library PAL study lounge | **Participants:** |
| **Minutes taker:** Rui Dai | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** prepare for final presentation and merge all project | |
|  | |
| **Agenda:** | |
| 1. go through the SPPP file and make sure it is finished. | |
| 2. check the final version of the project. | |
| 3. check the presentation slides. | |
| 4. go through the SDDD file and split the work. | |
| 5. go through the test file and split the work. | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. When doing the DEMO, every team should explain the design and implement. | |
| 2. Yang is going to work on the SDD file | |
| 3. Every team should update the test file | |
| 4. Update the slides for the final presentation | |
| 5. | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. SPPP file is almost finished | |
| 2. The structure of the slides is done | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 12 (04/14 - 04/20 )**

|  |  |
| --- | --- |
| **Date and Time:** 04/20/2016 15:00 - 18:00pm | |
| **Place**: Mugar library PAL study lounge | **Participants:** |
| **Minutes taker:** Minteng Xie | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** prepare for final presentation and merge all project | |
|  | |
| **Agenda:** | |
| 1. check each team work | |
| 2. try to merge | |
| 3. discuss the presentation | |
| 4. discuss the SPPP and SDD | |
| 5. discuss the test file and split the work. | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Each team finish their work before next meeting | |
| 2. Finish the SPPP, SDD | |
|  | |
| **Action Items:** | |
| 1. | |
| 2. | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 11 (04/06 - 04/13 )**

|  |  |
| --- | --- |
| **Date and Time:** 04/11/2016 15:00 - 17:00pm | |
| **Place**: Mugar library PAL study lounge | **Participants:** |
| **Minutes taker:** Nora | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** decide task in iteration III | |
|  | |
| **Agenda:** | |
| 1. Divided into sub group | |
| 2. Decide what to do for each group (focus on new features) | |
| 3. Any question | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Team1: automatically log out, add role drop down list in sign up page | |
| 2. Team2: display username on comment | |
| 3. Team3: lock IP address | |
| 4. Team4: generate report | |
|  | |
| **Action Items:** | |
| 1. | |
| 2. | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 10 (03/31 - 04/06 )**

|  |  |
| --- | --- |
| **Date and Time:** 04/06/2016 15:00 - 17:00pm | |
| **Place**: classroom | **Participants:** |
| **Minutes taker:** Rui Dai | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** prepare presentation for iteration II | |
|  | |
| **Agenda:** | |
| 1. Merge all the work and make sure everything work | |
| 2. Rehearsal for the presentation | |
| 3. | |
| 4. | |
| 5. | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Team1: set deadline for the project, date issue (email to certificate) | |
| 2. Team2: Iteration not present error, Dev update status of user story | |
| 3. Team3: no duplicate project name (3 times for wrong password) | |
| 4. Team4: Database immigration (sign in, log in ) | |
| 5. | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. Minteng, chengchen, Ruirong and Zhi is going to do the presentation | |
|  | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 10 (03/31 - 04/06 )**

|  |  |
| --- | --- |
| **Date and Time:** 04/06/2016 15:00 - 17:00pm | |
| **Place**: classroom | **Participants:** |
| **Minutes taker:** Rui Dai | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** check all the work in iteration II | |
|  | |
| **Agenda:** | |
| 1. Check all the work | |
| 2. Merge work if some subgroup has finished their task | |
| 3. Check if github can work well | |
| 4. | |
| 5. | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Team1: set deadline for the project, date issue (email to certificate) | |
| 2. Team2: Iteration not present error, Dev update status of user story | |
| 3. Team3: no duplicate project name (3 times for wrong password) | |
| 4. Team4: Database immigration (sign in, log in ) | |
| 5. | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. Abhyu is responsible for the merge work | |
|  | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 9 (03/23 - 03/30 )**

|  |  |
| --- | --- |
| **Date and Time:** 03/28/2016 15:00 - 17:00pm | |
| **Place**: Mugar library PAL study lounge | **Participants: all except** Divyam |
| **Minutes taker:** Chengchen Wang | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Discuss what we have done in iteration 2 in sub groups | |
|  | |
| **Agenda:** | |
| 1. Update the progress of each sub group | |
| 2. question | |
| 3. | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Team1: set deadline for the project, date issue (email to certificate) | |
| 2. Team2: Iteration not present error, Dev update status of user story | |
| 3. Team3: no duplicate project name (3 times for wrong password) | |
| 4. Team4: Database immigration (sign in, log in ) | |
| 5. | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. One | |
| 2. Two | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 7 (03/14 - 03/16 )**

|  |  |
| --- | --- |
| **Date and Time:** 03/14/2016 15:00 - 17:00pm | |
| **Place**: Mugar library PAL study lounge | **Participants: all except** Divyam |
| **Minutes taker:** Minteng Xie | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Discuss what to do in iteration 2 | |
|  | |
| **Agenda:** | |
| 1. job for each subgroup in iteration 2 | |
| 2. write in pivotal tracker | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Team1: set deadline for the project, date issue (email to certificate) | |
| 2. Team2: Iteration not present error, Dev update status of user story | |
| 3. Team3: no duplicate project name (3 times for wrong password) | |
| 4. Team4: Database immigration (sign in, log in ) | |
| 5. | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. One | |
| 2. Two | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 5 (02/23 - 03/02 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/29/2016 15:00 - 17:00pm | |
| **Place**: Mugar library PAL study lounge | **Participants:** |
| **Minutes taker:** Minteng Xie | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Test report and presentation | |
|  | |
| **Agenda:** | |
| 1. talk about test report | |
| 2. sub-groups job | |
| 3. prepare for the presentation | |
| 4. question | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. Team1: wirte their part of test report | |
| 2. Team2: wirte their part of test report, prepare for presentation | |
| 3. Team3: wirte their part of test report | |
| 4. Team4: wirte their part of test report | |
| 5. Everyone write iteration review | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. One | |
| 2. Two | |

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 4 (02/18 - 02/22 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/22/2016 15:00 - 17:00pm | |
| **Place**: LAB Room | **Participants:** All |
| **Minutes taker:** Chengchen Wang | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Make sub-groups and assign task | |
|  | |
| **Agenda:** | |
| 1. talk about changing the project | |
| 2. make sub-groups | |
| 3. choose two user-story for selenium & unit test | |
| 4. question | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. divide our team into 4 groups and learn to write test program for two user story | |
| 2. Team 1 is responsible for the Selenium test on test\_story | |
| 3. Team 2 is responsible for the Unit test on test\_story | |
| 4. Team 3 is responsible for the Selenium test on test\_authentication | |
| 5. Team 4 is responsible for the Unit test on project\_api | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. One | |
| 2. Two | |

**Discussions:**

What shall we do by this wednesday?

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 3 (02/11 - 02/17 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/17/2016 8:40 - 9:20pm | |
| **Place**: B23 Classroom | **Participants:** All |
| **Minutes taker:** Rui Dai | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Make sub-groups and assign task | |
|  | |
| **Agenda:** | |
| 1. talk about changing the project | |
| 2. make sub-groups | |
| 3. choose two user-story for selenium & unit test | |
| 4. question | |
|  | |
| **TeamStatus:** | |
| 1. Nora & Zhi | 2. Divyam & Abhyudaya |
| 3. Rui & Minteng | 4. Chengchen & Ruirong |
|  | |
| **Key Decisions:** | |
| 1. divide our team into 4 groups and learn to write test program for two user story | |
| 2. Team 1 is responsible for the Selenium test on test\_story | |
| 3. Team 2 is responsible for the Unit test on test\_story | |
| 4. Team 3 is responsible for the Selenium test on test\_authentication | |
| 5. Team 4 is responsible for the Unit test on project\_api | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. One | |
| 2. Two | |

**Discussions:**

Rui: try to run the test file in the existing file, please go to the “g1/source/group1” run the command “ ../../virtualenv/bin/python manage.py test requirements.unit.test\_story” in the terminal.

Rui: this week, we will try to learn how to write the test program. The first step is to imitative the test file in project file g1 and write our own one on the same function.

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 3 (02/11 - 02/17 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/15/2016 3:00 - 4:30 pm | |
| **Place**: Mugar library PAL study lounge | **Participants:** All |
| **Minutes taker:** Minteng Xie | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Set all the needed environment for the project | |
|  | |
| **Agenda:** | |
| 1. Install VMWare | |
| 2. run pycharm | |
|  | |
| **Key Decisions:** | |
| 1. Read the code | |
| 2. Read the documentation | |
| 3. Make sub-groups | |
| 4. | |
| 5. | |
| 6. | |
|  | |
| **Action Items:** | |
| 1. One | |
| 2. Two | |

**Discussions:**

Make sure everyone install VMWare successfully.

There is a brief instruction in Google Drive.

Do not use aws, and merge every week.

Update the python to 2.7.11

System password: team2

To start PyCharm, open terminal:

./pycharm.sh

To start Sublime Text2, open terminal:

./sublime.sh

To start Our Project’s Sever, open terminal:

./pmstart.sh and visit: 127.0.0.1:8000 in the browser(firefox or chrome)

Now, we could read the code.

Read the documentation.

Make sub-groups.

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 2 (02/03 - 02/10 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/10/2016 4:00-5:05 pm | |
| **Place**: B23 Classroom | **Participants:** All |
| **Minutes taker:** Chengchen Wang | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Preparation for the Presentation (Extra Meeting) | |
|  | |
| **Agenda:** | |
| 1. Decide what to cover in the presentation | |
| 2. Brain storming | |
|  | |
| **TeamStatus:** | |
| 1. One of our members left(Deemah) | 2. Others are talked actively |
| 3. | 4. |
|  | |
| **Key Decisions:** | |
| 1. Hide security issues in our first presentation, but do more researches on it. | |
| 2. About to establish subgroups. | |
| 3. Do more research on VMs. | |
| 4. Writedown bugs that can be fixed. | |
|  | |
| **Action Items:** | |
| 1. Revise the slides. | |
| 2. | |

**Discussions:**

What is the most important task for the iteration 1?

Getting start to use every functions of the beta version, and then try to fix bugs as many as we can. Add cool functions is trivial.

Update our slides.

Mention as many ideas as we can in this presentation. Just tell people what we gonna do. Should we mention security? We outlined the security points, but should we mention that this time?

Virtual machines? We’re still thinking about it! But it’s preferred.

We are lack of working exp. so it should be mentioned as a main risk.

So hide security part finally.

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 2 (02/03 - 02/10 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/08/2016 3:00- 5:00pm | |
| **Place**: Online (Slack) | **Participants:** All |
| **Minutes taker:** Minteng Xie | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Discuss the SPPP and presentation | |
|  | |
| **Agenda:** | |
| 1. Read and discuss the SPPP file | |
| 2. Talk about the presentation | |
| 3. Question | |
|  | |
| **TeamStatus:** | |
| 1. | 2. |
| 3. | 4. |
|  | |
| **Key Decisions:** | |
| 1. Everyone need to update its part of SPPP | |
| 2. The roles in the software | |
| 3. Another meeting before class | |
|  | |
| **Action Items:** | |
| 1. Finish SPPP | |
| 2. Prepare for the presentation | |
| 3. Add reference and glossary | |

**Discussions:**

Open the sppp and read from the start, discuss every part.

For requirements part:

Difference between “client”, “customer” and “user”

From the lecture, the people in the SE include:Client, user, business manager, project manager,developer, technical writer, human factor specialist, so there is no customer..

Roles differ from project to project but agile depends on customer communication and feedback. The roles in the software, admin, PM, client, developer, customer

We could give a detail about the task, like deadline or how many people are working on it.

Adding the role is fine. If the frame of the code is designed good enough, it is easy to add a new role and decide what the role can do or can not do.

Add reference and glossary

For presentation:

Give a brief conclusion about our planning phase. like we figure out the project plan or something.

Simply talk about the sppp file. Focused on some part of it.

Make it in 10 minutes.

We can talk about our situation now, like we try to analysis the existing project management tool and would like to do fix ...features and going to do ...features. We are trying to learn python and django during this phase.

Everyone may present its own part if needed. Or divide it in a way that a couple of people will present in each iteration so that not the whole team present each time.

Another meeting: Meeting time is 4pm right in the CLASSROOM on Wednesday.

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes Template**

**Week 1 (01/27 - 02/02 )**

|  |  |
| --- | --- |
| **Date and Time:** 02/02/2016 8:30-9:00 pm | |
| **Place**: B23 Classroom | **Participants:** All and with Team 1 |
| **Minutes taker:** Chengchen Wang | **Timekeeper:** Minteng Xie |
|  | |
| **Purpose:** Determine Which part to work on and SPPP plan | |
|  | |
| **Agenda:** | |
| 1. Determine what to do in iteration 1. | |
| 2. SPPP assignments | |
|  | |
| **TeamStatus:** | |
| 1. | 2. |
| 3. | 4. |
|  | |
| **Key Decisions:** | |
| 1. Independent project differ from Team 1 | |
| 2. Set up Pivotal tool and invite all members | |
| 3. Assign SPPP to each member of the team | |
| 4. Iteration 1 : fixing bugs while learning Python and Django | |
| 5. Sub groups of people | |
| 6. Post useful materials online | |
|  | |
| **Action Items:** | |
| 1. SPPP writing parallelly | |
| 2. Database choice research.MySQL?(Compatiblity) | |

**Discussions:**

This area is for the drafts:

SPPP:

overview is leader’s(Rui Dai) work

Related work is Chengchen’s work

High level Requirements Nora and Deemah’s work

Management Plan (Rui Dai and Nora)

QA Plan (Divyam Hansaria) (Abhudaya Alva)

[Extra] Security Plan (Xie minteng)

Configuration Plan (Yang ruirong and Zhi Dou)

Yang: I am wondering if we need to decide which part to do first?

Rui: When to start iteration process!

Rex: Testing existing system?

Deemah: Testing by using cases? or Codes?

All: cases after requirements analysis.

Yang and Abhudaya: Iteration 1: better fix bugs while learning Django and Python. It’s better do not expect too much in iteration 1.

Deemah: pair of people can work on the same part. Work- Test.

Divyam: Do not work alone.

Nora: post any useful materials online.

Minteng: Want to add security part in SPPP documents.

Rex: Database issue?

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes**

**Week 1 (01/27 - 02/02 )**

**Date and Time:** 02/01/2016 3:00 - 4:00pm

**Place**: CS LAB 302 room

**Participants:** All

**Minutes taker:** Chengchen Wang

**Timekeeper:** Minteng Xie

**Purpose:** Deployment of the previous demo and brainstorm what features we could add.

**Agenda:**

1. **Brainstorm ideas.**
2. **VMs or not?**
3. **Tasks to do next week.**
4. **Functions of the project**

**Status:**

* **Getting to know each others.**
* **Starting to be familiar with each others and others’ responsibilities.**

**Discussions:**

* **Discussed about the deployment of project and IDE to work on.**
* **What functions are useful indeed. (Come up with big topics and every team members can add details below the topics)**
* **Git for Education**

**Key Decisions**

* **Functions we can add or improve:**

1. **Connect the database to website (register function)**
2. **Redesign the database tables**
3. **Gantt chart**
4. **Status box of task**
5. **story to report**
6. **UI issues (Home, logout)**
7. **Financial (budget)**
8. **Authority (manager developer/client)**
9. **MOST IMPORTANT : User Functions!!!**
10. **chatroom authority**
11. **private messages**

**Action Items:**

* **Deploy local develop environments**

**CS673S16 Software Engineering**

**Team 2 Meeting Minutes**

**Week 1 (01/27 - 02/02 )**

**Date and Time:** 01/27/2016 8:30-9:30 pm

**Place**: B23 Classroom

**Participants:** All

**Minutes taker:** Chengchen Wang

**Timekeeper:** Minteng Xie

**Purpose:** Initial matters of the team setting up and project

**Agenda:**

1. **Everyone need to get their roles in the team.**
2. **When and where to meet.**
3. **Tasks to do next week.**
4. **Functions of the project (To decide on the next meeting)**

**Status:**

* **Getting to know each others.**

**Discussions:**

* **Discussed about the roles (Leaders)**
* **Sharing documents should be established.**
* **IDEs? Which IDE is not the key point, but recommend each teamer use PyCharm professional version**

**Key Decisions**

* **Everyone get their appropriate roles**
* **Meeting times are Wednesday in-class, Monday 15:00-17:00 (CS Lab)**
* **Find any features of other tools and note down into sharing documents.**

**Action Items:**

* **…**
* **...**