Meeting Minutes

Group Meetings (5)

February 24, 2021 at 8:15 pm
- Met with our group for the first time, all group members were present. This was our kickoff meeting to make introductions and get familiar with our group. We talked about the bio assignment and chose Noah Khan as our project manager. This meeting lasted around 20 minutes.

March 5, 2021 at 10:00 am
- All group members were present at this meeting. This was after our Lab 3 grades were released. We chose a group members' project to be our starting point for Sprint 1 and spent time familiarizing ourselves with their code. We talked about ways to improve functionality that was missing from Lab 3.

March 8, 2021 at 2:00 pm
- This was a short introductory meeting that lasted about 30 minutes between Matt Kapusta and the SMAD team to get their requirements before meeting with our mentor. Matt took notes and then shared them with the rest of the group after the zoom meeting. The SMAD team wanted to see our ERD and Use Case diagram to help understand the system. They were going to send us a survey to give the client for more information gathering.

March 9, 2021 at 4:20 pm
- All group members were present for this meeting. We read over the capstone Sprint 1 requirements and created a gantt chart of deliverables from this. We then delegated tasks and went over our priorities for Sprint 1. We also discussed how to integrate with the SMAD team's design. This meeting was around 35 minutes long.

March 14, 2021 at 3:00pm
- All group members were present for this meeting. The group discussed our Sprint 1 product and reviewed the functionality ahead of our presentation to Dr. Ezell and the client. Our SMAD team showcased some of their design for the website. This meeting lasted around 30 minutes long.

Meeting with Client

March 10, 2021 at 8:30 pm

- We met with the client over zoom and all group members were present as well as our SMAD team. The client clarified how the customer portal works. We are to create a tool for the client, not for a customer to request a service. A customer interaction will come from the client giving them a portal. They also talked about their other small services, trash pickup and appraisals, but stressed these shouldn't come first. We clarified some questions we had about our workflow process as well.

Meeting with KPMG mentor

March 8, 2021 at 5:00 pm
- This meeting was done over zoom and all group members except for Josh Keim attended. He was in class during this time. Our mentor really stressed the importance of getting ahead on coding because it will take a majority of the time. They also talked about taking advantage of the client meeting to nail down their requirements further. Our mentor also helped us on how to integrate the SMAD team's design. This meeting lasted around 30 minutes.