CS673 Software Engineering
Team 1 Meeting Minutes

Week 3 (2/10/2021 - 2/16/2021)

Meeting 2

Date and Time: 2/15/21, 8:00 PM
Place: Zoom
Participants: G. Wright, V. Bhatia, A. Kenza, K. Sommer, Z. Schandorf-Lartey, M. Dowding, C. Kulig
Minutes taker: G. Wright
Timekeeper: G. Wright
Purpose: Finalize and group consensus on iteration 0 deliverables

Agenda:

1. Review progress report
2. Review risk management spreadsheet
3. Finalize and dry run of slides for presentation

Discussions:

1. Reviewed expectations and use of progress report spreadsheet, reminded all engineers to submit progress reports for inclusion in group summary
2. Completed all blank cells in risk management spreadsheet, decided on varying skill levels as number 1 risk to be highlighted in presentation
3. Dry run of presentation, timed for duration

Key Decisions

1. Finalized content in SPPP and Presentation
2. Decided on final risk management sheet contents
3. Will use CS 633 template sheets for test case tracking for this course
4. All engineers to write their own unit tests; QA manager will perform end-to-end tests

Action Items:

1. All team members to review and sign SPPP by Tuesday before class.
2. Make any final changes to PowerPoint presentation ASAP

Meeting 1

Date and Time: 2/14/21, 2:00 PM
Place: Zoom
Participants: G. Wright, V. Bhatia, A. Kenza, K. Sommer, Z. Schandorf-Lartey, M.

Dowding, C. Kulig
Minutes taker: G. Wright
Timekeeper: G. Wright
Purpose: Kick off use of pivotal tracker and prepare for iteration 0 presentation

Agenda:

4. Review work since last week and status of code
5. SPPP Review
6. Risk management spreadsheet review
7. Requirements/PivotalTracker review, consensus on list of epics
8. Iteration 0 presentation prep
9. Weekly progress report spreadsheet
10. Next steps

Discussions:

4. Reviewed code structure and plan for GitHub integrations
5. Reviewed SPPP document. Divvied up sections amongst team members for completion by Monday
6. Reviewed plan for iteration 0 presentation

Key Decisions

5. Decided upon list of epics to be used in Pivotal. For simplicity, all new stories are to be added to one of those epics.
6. Epics will contain essential and desirable features. Optional features will go in their own epic.
7. Labels feature will be used for essential versus desirable features
8. No commits will be made to the main branch of the repository.
9. Presentation format will follow structure of SPPP document
10. Order of presentation and slides of responsibility were established on slide 1 of the presentation
11. Docker will not be used as part of this project
12. All hosting will be on Heroku

Action Items:

3. Group to reconvene Monday at 8 PM to review status of preparation for iteration 0 presentation
4. Each team member to fill in their assigned epic in Pivotal Tracker prior to 3 PM Monday so that Karen can complete requirements section of SPPP document.
5. Each team member should complete their section of the iteration 0 PowerPoint prior to 8 PM Monday meeting so that final run-through can be completed
6. Zach to set up Heroku account and establish end-to-end CI/CD pipeline from

GitHub to Heroku

Week 1 (2/3/2021 - 2/9/2021)

Date and Time: 2/7/21, 2:00 PM
Place: Zoom
Participants:
Minutes taker: G. Wright
Timekeeper: G. Wright
Purpose: Review POCs, Discuss requirements status, plan for lab2, plan for iteration 0 deliverables

Agenda:

1. Review POCs,
2. Discuss requirements status,
3. plan for lab2,
4. plan for iteration 0 deliverables

Discussions:

1.

Key Decisions

1. Django for back-end; reactJS for back-end
2. Group will start with one cloud hosted database environment; a separate test environment will be added if this becomes necessary
3. Heroku will be used for free hosting; dev/testing will be used for local debugging
4. Consensus is to use MongoDB cloud
5. Group assignments for creating user stories in Pivotal Tracker:
    a. Zach: User registration/User authentication
        i. Name
        ii. Email
        iii. Password
        iv. Users have ability to manage contact information through user profile; this applies to all events you are an owner or invitee of
    b. Karen: Create/manage/delete a private event
        i. Description
        ii. Date/Time
        iii. Start/end date/time for multi-day event
    c. Aysha: Manage invitee list
        i. Invitees will receive email notification prompting them to create account or sign in

    d. Vibhu: Manage to-do lists
        i. Each event can have multiple lists
        ii. Each list can have multiple items
        iii. Owners can create/delete entire lists
        iv. Mark task as complete
        v. Create new tasks
        vi. Delete tasks that they created
    e. Matt: Event ownership roles
        i. Event ownership entitles user to:
            1. Manage detail/titles/description
            2. Create new task lists
            3. Add a co-owner
            4. Delete event
    f. Chris: My Feed
    g. George: All “if we have time items”
6. Comments to be added to all functions so group members can understand intended purpose
7. One main branch for combined front/back end; separate front/back-end branch that feed into the combined main; all features branches will feed into specific front/back-end branch
8. Ability to commit to main branch will be disabled at repository level

Action Items:

1. Vibhu to look into use of Docker for simplifying build across front and back-end
2. Aysha to investigate REST API security protocols available in Django; make a proposal to group in terms of best available option
3. All members to create stories in Pivotal for assigned “module” above; add supporting implementation tasks per instructions in lab 2
4. Zach to explore/prove out automation for release of code from main branch to Heroku
5. George to start project on Figma for collaboration on Wireframes
6. Karen to report back on ERD submission for lab 2
7. Zach to host next workshop next Friday at 5:00 PM

Week 1 (1/27/2021 - 2/2/2021)

Date and Time: 1/31/21, 2:00 PM
Place: Zoom
Participants: G. Wright, V. Bhatia, K. Sommer, Z. Schandorf-Lartey, M. Dowding, C. Kulig
Minutes taker: G. Wright
Timekeeper: G. Wright

Purpose: Reintroduce team members, decide team logistics, define initial scope, decide upon tech stack

Agenda:

1. Restate your introduction from class Wednesday
2. Establishment of group roles
3. Group discussion on project topic
4. High level scoping of selected topic
5. Discussion of tech stack alternatives

Discussions:

1. Members reintroduced themselves and shared experience using various technologies
2. Roles were established and documented on sign-up sheet.
3. Slack was established as primary method of communication
4. Project ideas were shared and a topic was chosen
5. Initial scope was defined and grouped by MVP functionality and Phase II functionality
6. High level requirements were discussed with design decisions delegated to K. Sommers who is Design and Implementation Manager

Key Decisions

1. Roles were defined. Class signup sheet was updated accordingly.
2. Python was selected as primary back-end technology.
3. Team will meet weekly on Sundays at 2 PM
4. Project will be an event planning app per idea from C. Kulig.
5. Initial scope is as follows:
    a. Minimum functionality
        i. User authentication
        ii. User registration
            1. Name
            2. Email
            3. Password
        iii. Create a private event
            1. Description
            2. Date/Time
            3. Start/end date/time for multi-day event
        iv. Event owner can establish invitee list
            1. Invitees will receive email notification prompting them to create account or sign in
        v. To-do list
            1. Each event can have multiple lists

2. Each list can have multiple items
3. Owners can create/delete entire lists

vi. Non-owners can:
1. Mark task as complete
2. Create new tasks
3. Delete tasks that they created

vii. “My feed” dashboard shows events you’ve been invited to or are an owner of

viii. Users have ability to manage contact information through user profile; this applies to all events you are an owner or invitee of

ix. Event ownership entitles user to:
1. Manage detail/titles/description
2. Create new task lists
3. Add a co-owner
4. Delete event

b. If we have time:
i. Assign to-do item to invitees - and restrict completion of task only to person who task is assigned to
ii. Email integration
iii. Notification of invite/task assignment
iv. Post photos in feed posts/event description
v. Event comment feed
vi. Task item comment feed
vii. Subtask list

Action Items:

1. All members to verify connectivity to GitHub organization and PivotalTracker.
2. Zach to establish POC using Django alone or Django with ReactJS front-end
3. Group to review POC at next meeting
4. G. Wright to submit team deliverable(s)