Team Meeting Minutes

| **Team ID: 3** | | **Date: April 18, 2022** |  | |
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| **Team Members (Name)** | | **Role** | |
| 1. Gail Manlapaz | | Facilitator | |
| 1. Michael Nguyen | | Participant | |
| 1. Jaime Park | | Recorder | |
| 1. Nathan Van | | Participant | |
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| **Agenda for this meeting, List of agenda items** | | **Outcomes** | |
| 1. Requirements elicitation | | Put together all of our questions from Homework 1. | |
| 1. Rich Picture | | Currently working off of the rich picture we developed in lecture. Adding stakeholders and discussing their primary concerns and relations. | |
| 1. Textual analysis of stakeholders | | Not completed. | |
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| 4. Elicitation during discussion | | Get answers to Homework 1 questions and questions from other classmates. | |
| **Problems encountered** | | **Resolution** | |
| 1. Some of our questions overlap, or go over the same concepts. | Correct these in the next meeting. | | |
| 1. Some of our questions were not answered by the TAs. | Ask in future elicitation sessions. | | |
| 1. Sometimes it was difficult to understand what the TA or the students were saying (low volume/mumbling) | Record the session? Watch the recorded video of the TAs answering questions. | | |
| 1. Many TBH answers. | Same as #2 resolutions. | | |
| ….etc. | |  | |
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| **Plans for next meeting: Activity** | | **Responsibility** | |
| 1. Continue working on Homework 2. | | Agree on the next time to meet. | |
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**Field Notes (Required if meeting is with customer)**

* Priorities
  + Prototype: should have bare minimum of login, can see groups on home screen, can customize it for each student depending on hobbies, functioning chat system,
* Will students be able to use aliases for their profiles or should they use real names?
  + Real name
  + Provide as much flexibility as possible
* Campus admin can see usage statistics - what other metrics should admin be able to view?
  + How many students logging in/registering, centralized dashboard of how many students have created groups, single page,
  + Consistency ?
  + Data about performance, if groups are/aren’t performing well
    - Can reach out to group admins to ask them how to make it more engaging
  + Only public group data ?
* Can students create groups on their own or do they need to reach out to administrators?
  + Give them the freedom to make their own groups
  + Ability to create private groups (can toggle/change at any time - maybe only group admin can change?)
  + Private groups invisible to public
  + Students have the option to create public/private groups (can change after creation)
  + Let’s not have private/public groups but ‘subgroups’ where they are all visible to students but some subgroups have password secure or approval permissions by the admin.\*\*
* Percentage of up time for application?
  + Available 24/7
  + What time should maintenance be performed? (discussion among engineers)
    - Find time where app is used the least and perform maintenance time during that
* Will students get notifications or reminders for maintenance?
  + Once in two months or whenever there is a major break/crit issue
* What kind of rewards should students receive for participating in group activities/events?
  + Badges (bronze, silver, gold, etc, titles)
    - Visible publicly
    - For other students to see and connect with each other
    - To get an idea of the student profile
  + Points
* How easy is it to integrate the library API?
  + Libraries as stakeholders
  + Would require looking at the code
* What info do students need to complete their profile?
  + Name
  + Profile pictures
  + Short description (optional)
  + mail id or phone number (optional)
  + Media upload/ social media links (optional)
* How to encourage students to explore new interests?
  + Initial data with their interests from registration on home page, option to see all groups or top 10-15 interests/groups, option to search for groups
* Tags for age requirements (ex. 21+)
  + Need to show id
* Should the app integrate with a third-party map for locating events?
  + third -party map integration
* Creating duplicate groups

If student creates a subgroup that is similar to existing, ask them if they want to

* + still create or not
* Friends list
  + Close friend sublist

Can create subgroup