**CS673 Software Engineering**

**Team 4 : Rxcellent**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of the document. For example, meeting 3 minutes is placed before meeting 2 in the document. The team leader should prepare a basic agenda for the meeting and team members should rotate to be the minutes taker. Each group should have at least one meeting per week, and you may have multiple meetings if needed.

**Meeting 16**

**Date and Time: 11/6/2022 1:00 - pm**

**Place:** Discord (#team4 Voice Channel)

**Participants: Zahit, Ryan, Christol, Ignacio, Nivan, Tsing**

**Minutes Taker: Zahit**

**Timekeeper:** Ryan

**Purpose:** Discussing weekly progress and Iteration 2 presentation

**Agenda:**

* Verbal weekly progress report, accomplishments, road-blockers
* Discussing the goals for Wednesday’s iteration 2 and for the next week
* Reviewing project documentations

**Discussion:**

* Ryan
  + Created welcome banner and categories image list, working on adding the carousel
  + Have some difficulties with applying the design, reaches out to the team
  + Planning the adjust styling until Wednesday
  + Will be helping in frontend implementation if anyone needs
* Zahit
  + Helped Ryan with banner styling, helped Ignacio with Prescription Model, created basic shopping page components and page settlements for Nivan.
  + Implemented Model tests, added mongoose-in-memory library to test them
  + Refactored query verification implementation considering code smells
  + Reviewed Tsing’s code and merged
  + Planning to create STD document by Tuesday night and provide testing info for the presentation
* Christol
  + Added bottom part of the landing page, including prescription search, refill and the footer. Also completed prescription verified/not found windows
  + Planning to connect the frontend with backend, including search bar and prescription search functionalities, when shopping page is completed
  + Planning to merge the backend and frontend code into same branch
* Nivan
  + Completed the doctor-ui’s form. It needs the figma design to be applied
  + Will be working on creating the shopping page for Iteration 2
* Ignacio
  + Completed the Prescription Model and API. Review and Tests needs to be done
  + Will be working on presentation
* Tsing
  + Completed User model and API
  + Will create a login form for doctors, and will add tests for User Model and API
  + Will be working on presentation
  + Will be helping in frontend implementation if anyone needs

**Key Decision:**

* We should complete the shopping page and connect fe/be functionalities before presentation
* STD document will be created
* Other documentations might need to be updated
* Update project readme file
* Add about section to github
* Add to the revision what’s changed, add features and issue numbers
* Update pivotal tracker stories

**Meeting 16**

**Date and Time: 11/4/2022 3:00 - 4:00 pm**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Tsing, Chritol, Ignacio, Zahit

**Minutes Taker:** Tsing

**Timekeeper:** Ryan

**Purpose:** Weekly Standup Meeting

**Agenda:**

* End of Week 2 of Iteration 2 (5 days from presentation)
* Round-Robin
* development progress

**Discussion:**

* **Zahit and Ignaico discuss the back-end database encryption errors**
* Round robin:
  + Ignacio - works on regular prescription api, keeps working on the issues and checks out the advance of the project to write the presentation.
  + Nivan - working on shopping page and doctor panel, study how to use Figma
  + Christol - Focusing on Upload module, router configured, landing page and layout component and two-end interaction in login and homepage.
  + Ryan - Working on the top of landing page, block is that materials UI is not familiar to use it
  + Zahit - working on prescription, give Ignacio available help and SDD document
  + TSing - working on patient sign in and sign out in three parameters and new technologies (jwt and git hooks) and next couple of times will focus on page development in login and continue new technology research.
* Ignacio and Ryan show the website page
* Nivan will merge their code to dev/fe

**Key Decision:**

* Talk about what we are working on, code block and next presentation.

**Meeting 15**

**Date and Time: 10/30/2022 3:00 - 4:00 pm**

**Place:** Discord (#team4 Voice Channel)

**Participants:**

**Minutes Taker:** Ryan

**Timekeeper:**

**Purpose:** Weekly Standup Meeting

**Agenda:**

* End of Week 2 of Iteration 2 (9 days from presentation)
* Round Robin Stand up
* Iteration Goals

**Discussion:**

* Round robin:
  + Nivan - built Dr UI. He plans to work on item page
  + Ignacio - created Dr panel documentation. Blocker - thought we needed more detail on what is a dr, but we discussed we don’t need that info for our application.
  + Zahit - created drawer. Blocker - not sure what functionality we’ll have for the presentation and he had an issue with the navBar.
  + Christol - plans to finesse the router configuration by today and plans on finishing the popup on the landing page
  + Tsing - Blocker - has confusion over the login - we explained we only need dr login using relatively simple credentials for now to get it working.

**Key Decision:**

* We all have self assigned goals to achieve by Friday. We will discuss what we achieved.

**Meeting 14**

**Date and Time: 10/28/2022 5:30 - 6:30 pm**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Christol, Tsing, Ignacio, Nivan

**Minutes Taker:** Nivan

**Timekeeper:** Ryan

**Purpose:** Weekly Standup Meeting

**Agenda:**

* End of Week 2 of Iteration 2 (11 days from presentation)
* Round Robin Stand up
* Iteration Goals

**Discussion:**

* Round robin:
  + Ignacio is working on learning more about mongoDB and plans to publish new instances to the DB.
  + Tsing plans to build up mongoDB. Tsing did mention he might need help.
    - Zahit reminded him that he committed to creating the doctor login
  + Christol’s blockers are his time constraints and that the front end might still lack configuration. He suggests we should start building the page after the react router. Ask Nivan how we want to do router management.
  + Zahit: implemented item api and is working on API tests
    - He mentioned that he believes we already have a router - he’ll look into it.
    - He created item model attributes and api for retrieving medicine data
    - Blockers: working on tests - he’s thinking about running api tests and they’re not working. May use Jest
* Iteration Goals: Zahit suggests it would be good to complete the main page for this iteration with some functionality.

**Key Decision:**

* Focus on the main page for iteration and implement testing later in the weeks to come.

**Meeting 13**

**Date and Time: 10/23/2022 3 - 4 pm**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Christol, Tsing, Ignacio

**Minutes Taker:** Ryan

**Timekeeper:** Ryan

**Purpose:** Weekly Standup Meeting

**Agenda:**

* Week 1 iteration 2 check in
* Round Robin Standup
* Goal setting
* Plan of Action

**Discussion:**

* Round robin:
  + Christol’s blocker is his time.
  + Zahit has worked on API tests & created team model attributes. Blocks include testing. May use Jest
  + Ignacio has worked on learning more about MongoDB.
  + Tsing plans to work on mongodb but needs assistance, I suggested Ignacio, Zahit meet with him outside of this meeting

**Key Decision:**

* Our primary goal is to complete the main page with some functionality
* Christol will update Git criteria in readme.md file to detail how we should contribute to the dev/fe branch
* Testing and STD documentation will be worked on in week 2 of this iteration. Week 3 will focus on presentation and (if possible) join the front end with the back end
* Goals for next Friday 10/28:
  + Ryan wants to complete the User Story he assigned to himself
  + Ignacio plants to test and post prescriptions in the backend (Rx models and controllers)
  + Tsing plans to implement the user model and login part
  + Christol will try to implement as much as possible to the front end (he’s managing time constraints with work)
  + Zahit plans to work on testing

**Meeting 12**

**Date and Time: 10/21/2022 17:30 - 18:30 (5:30 - 6:30 PM)**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Tsing, Chritol, Ignacio, Zahit

**Minutes Taker:** Ignacio

**Timekeeper:** Ryan

**Purpose:** Weekly Standup Meeting

**Agenda:**

* Iteration 1 Blackboard Issue
* Iteration 2 Project Plan:
  + Code the front end with our Figma design
  + Build out the back end
* Round-Robin Stand-up:
  + What did you achieve yesterday?
  + What will you be aiming to achieve today?
  + What are the blockers you will be facing today?
* Goal setting & Discussion
  + Week 1 (take ownership of user stories) and start coding
  + Week 2: Include TDD
  + Week 3:Join frontend w/ backend
* Progress Report. Be sure to track the work you do.

**Discussion:**

* Iteration 2 is going to be the shortest iteration out of the three.
  + Only three weeks. So we need to utilize the best of our time.
  + We can’t only be relying on Nivan’s and Christol’s code. We need to start really focusing on joining all the projects together.
  + Coordinate everyone to work on the project, not just a one-person army
* We need to implement test-driven development.
  + It \*might\* not be due for this iteration, but just in case, let’s try to work it out.
* Set goals for today’s week
  + Who works on who?
  + Handle user stories.
  + Distribute the work using Pivotal Tracker
* React-Testing-Library, Retest, Jest, what are we going to use for testing?
* We need to work mainly on the landing page…?
  + Functionality is paramount
  + Design can maybe come a bit later

**Key Decision:**

* Zahit managed to upload the Iteration 1 Github on Blackboard
* Code the front-end with our Figma design and work the back-end.
  + dev/fe is going to be the main front end branch integration.
* MongoDB database is now a cloud-based database, being worked on by the backend team.
  + Zahit, Tsing, and Ignacio will be working on the backend
  + Nivan, Christol, and Ryan will be working on the frontend.
* Work on the STD.
  + This iteration will work on test-driven development, so we need to start working on unit testing, manual and automatic.

**Meeting 11**

**Date and Time: 10/16/2022 3:00 - 4:00 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Tsing, Chritol, Nivan, Ignacio

**Minutes Taker:** Christol

**Timekeeper:** Ryan

**Purpose:** Weekly meeting, prepare about presentation next week and push forward the project implementation

**Agenda:**

* Round-Robin Stand-up
* Presentation Discussion
* Goal setting & Discussion

**Discussion:**

* Team members’ progress, next step plans, and blocker check
* Plans about presentation of next week
* How to assign tasks to everyone and make everyone contribute to the code

**Key Decision:**

* Christol keeps working on design, makes a Figma demo for presentation
* Ryan and Christol do the presentation, other members response to questions about the work they’re responsible for
* Make use of pivotal tracker, assign user stories to every member, each member should start contributing to the code

**Meeting 10**

**Date and Time: 10/14/2022 5:30 PM - 6:30 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Tsing, Chritol, Zahit,Ignacio

**Minutes Taker: Zahit**

**Timekeeper:** Ryan

**Purpose:** SDD document and project implementation

**Agenda:**

* SDD document discussion
* Code and Requirements review
* Presentation

**Discussion:**

* Software Architecture
  + We discussed our software architecture, how project components will interact with each other and how we should present it in SDD
  + Our project React with backend uses a kind of MVVM structure. We will demonstrate this
  + Christol will work on frontend and Zahit will work on backend
* Class Diagram
  + We will implement a JS full stack class diagram and try to show the relationship between js components
  + Ignacio will work on this
* UI Design
  + We will present Christol’s figma design for our presentation
* Database Design
  + Zahit will create the database design for our project
* Security Design
  + Tsing will complete the security design part
* Business Logic and Key Algorithms
  + Ignacio will add this part since it’s mostly related with requirements
* Design Patterns
  + We will not use an explicit design pattern for our project. But MVVM architecture and React use some design patterns themselves. (Like React uses Observer pattern to reflect the state changes on the web page)
* Code review and Requirements review
  + We went over the requirements that are implemented so far and discussed the remaining requirements. We will review our code before merging main branch
* We talked about presentation and continue to discuss it for the Sunday’s meeting

**Key Decision:**

* **Christol will complete the figma presentation**
* **Zahit will prepare a backend template and commit to the codebase**
* **Everyone will try to apply figma design components to our frontend code**

**Meeting 9**

**Date and Time: 10/09/2022 3:00 PM - 5:00 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan, Tsing, Chritol, Zahit,Ignacio, Nivan

**Minutes Taker: Tsing**

**Timekeeper:** Ignacio Moral

**Purpose:**

* Weekly meeting to discuss team progress,implementation and coderReview

**Agenda:**

* Discuss code question
* user story
* Project process
* UI design

**Discussion:**

* Nivan uploaded his code demo for everyone to check.
* How do patients shop on our website by **prescription** number?
* If we change to another country or city, can I get medicine by prescription number?
  + All prescriptions are universal
* How to distinguish the customer and doctor?
  + In current product requirements, users are not required to sign up or sign in; doctors must sign in.
  + Doctors have particular interfaces only accessible to them.
* Zahit has pushed front-end template, Christol will do further configuration and folder structure initialization based on it.
* Christol shared his progress on design.
* Whether to allow users to freely choose prescription medication.
  + We only display non-prescription medication in shopping page. The website automatically adds user’s prescription medication to chart after verifying the prescription, and prescription medication chart can’t be modified.

**Key Decision:**

* **Nivan shows the project page and introduces the steps of ordering.**
* **Ryan agree shopping on the website to buy prescription and non-prescription**
* **Ignacio pointed out some UX detail we should pay attention to**
* **Ignacio talk about the user story, as a client and doctor**
* **As a client, I wish to be to “transfer” my prescription from a different pharmaceutical website, so that I can buy all my medicine in one website instead of multiple(NTH)**
* **Ryan shared the current pharmacy flow**
* **Zahit have a suggestion that we can search the medicine quickly by the name.**
* **Ryan pointed out that patient can receive the site from doctor, so that they can buy correct medicine.**
* **Christol showed the first version of excellent.**

**Meeting 8**

**Date and Time: 10/07/2022 5:30 PM - 6:30 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ignacio, Ryan, Zahit, Christol, Nivan

**Minutes Taker:** Ignacio Moral

**Timekeeper:** Zahit

**Purpose:**

* Weekly meeting

**Agenda:**

* General Questions
* Plans for Sunday

**Discussion:**

* Security Concerns, what should we add to the Non-Functional Requirements?
* Which Design Pattern are we going to use?
  + MVC, MVP, MVVM…?
* Should we have an extended meeting exploring the code? If so, which time are we going to use?
* Design Pattern offered by Christol
  + If we are using a component multiple times, like a header, we can extract it
  + Separate the concerns:
    - How it’s presented
    - What it is doing
    - How it works
    - Who does the sending/receiving
    - Similar in concept to MVVM
  + Organize the files in folders

**Key Decision:**

* **Ignacio: Manage Pivotal Tracker, start checking out MongoDB and testing**
  + **Be the User Story manager, what are we working on, who is doing what?**
* **Zahit: Starting work on the Front End.**
* **Christol: Collected more assets for Figma. Font elements, basic elements, icons, etc…**
* **Design Pattern: Since we’re using React, it probably involves the MVC Design.**
* **Sunday: Extended Meeting, from 3:00 to 5:00 PM exploring the code, seeing what it is that it does, and learning about it**

**Meeting 7**

**Date and Time: 10/02/2022 3:00 PM - 4:00 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Ryan,Tsing, Zahit, Christol, Nivan

**Minutes Taker: Nivan**

**Timekeeper:** Ryan

**Purpose:**

* Weekly meeting to discuss team progress,implementation and security issues.
* Discussion about usage of typescript in certain modules.

**Agenda:**

* Team Check in
* SPP Document discussion
* Open floor for discussion

**Discussion:**

* As a design leader Christol has raised the question about the use of typescript for certains modules ?
  + Typescript would help us in avoiding statically typed errors.
  + If built on top of vanilla Javascript it can be used to avoid glitches.
* Discussion on the number of branches needed . As of now 3 branches mainly exist(master,development,test). A minor suggestion on a new branch (additional feature branch) so as to test the add-n features or new technologies to add.
* Partial code to be committed by Nivan on saturday so that the team can have hands on the code and issues and glitches can be discussed before 10/13.
* Presentation for 10/19 to be presented by Christol and Ryan.

**Key Decision:**

* Code review and changes to begin by 09/10
* SPP document update.

**Meeting 6**

**Date and Time: 09/30/2022 5:300 PM - 6:300 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Tsing, Christol, Zahit, and Ryan

**Minutes Taker: Ryan**

**Timekeeper:** Ryan

**Purpose:** Temperature check on iteration 1 progress

**Agenda:**

* Team check in
* SPPP Document discussion & professor feedback.
* Open floor for discussion

**Discussion:**

* As Design Leader, Christol has made progress on his design research
  + Defining styles
  + Working on a framework for the site.
  + Requested if anyone had logo ideas
  + Suggested we use UML Diagrams to be part of our presentation at the conclusion of iteration 1.
* Tsing said he worked with Zahit to determine security details
  + He has 3 primary objectives:
    - Interface - frontend and backend needs a token
    - Sensitive data - encrypt patience data
    - Db - keep secure from attacks
* Zahit - plans to update requirements on SPPP doc.
  + Preparing a development stack that works with Christol’s design.
  + He had trouble adding the ‘commitizen’ library that Christol recommended - Christol offered a solution that Zahit will try later.
  + Suggested that we will have enough to demonstrate by 10/18.

**Key Decision:**

* Members are confident we’ll have a demonstration ready for our presentation on 10/19
* SPPP will be updated

**Meeting 5**

**Date and Time: 09/25/2022 4:00 PM - 5:00 PM**

**Place:** Discord (#team4 Voice Channel)

**Participants:** Zahit, Nivan, Ryan, Christol, Ignacio

**Minutes Taker:** Christol

**Timekeeper:** Ignacio

**Purpose:**

* Weekly Sunday meeting, discuss project requirements, security problems and plans for next steps.

**Agenda:**

* Team check in
* Requirements clarification
* User Stories
* New version of SPPP Document

**Discussion:**

* Ignacio talked about several requirements he came up with
* Team check in
* Security problems in prescription submission and verification
* Prescription medicine pick up process in real world
* Solutions to security risks and making project idea more reasonable
* How does the app react when users try to buy both prescription Rx-med and OTC

**Key Decision:**

* Remove prescription image submission and verification, use digital prescription instead. Either the user’s practitioner writes an e-prescription in our system, or we get connected to some Rx system, so we only need the user’s name, birthday and Rx number to verify the prescription.

**Meeting 4**

**Date and Time: 09/23/2022 17:43 (05:43 PM) - 18:34 (06:34 PM)**

**Place:** Discord (BUMETCS673A1F22 #team4 Voice Channel)

**Participants:** Zahit, Nivan, Ryan, Christol, Tsing, Ignacio

**Minutes Taker:** Ignacio

**Timekeeper:** Ryan

**Purpose:**

* Weekly Friday meeting, discussing iteration 1 and what we have been working on.

**Agenda:**

* Nivan started advancing on Front-End
* Talk about professor’s feedback
* Discuss about Lab 2
* Christol’s Idea
* What do we want to accomplish for these iterations?

**Discussion:**

* Should we have a login for the users?
* Make the system more secure
* Security, Security, SECURITY!!!
* Is the scope of the project too big, or what should we reinforce for iteration 1?
* Lab 2 has a pivotal tracker
* Use a scrum tool, Pivotal Tracker is a good example
* Unique, or special?
* “Extra optional feature”: Find your pharmacy?
* “Change the client”: Maybe only use BU students?
* What are the requirements for Iteration 1? An MVP? A complete software tool?

**Key Decision:**

* Use a SCRUM Tool
* SECURITYYYY
* MongoDB
* User Stories

**Meeting 3**

**Date and Time: 09/18/2022 03:00 PM - 04:00 PM**

**Place:** Discord

**Participants:** Ryan, Nivan,Zahit, Christol, Ignacio, Tsings

**Minutes Taker: Zahit**

**Timekeeper: Zahit**

**Purpose:**

* Backup roles
* Future meeting preference: once a week or twice? Meet on discord mostly? Meet in person before the end of each iteration?
* SPPP Doc review.

**Discussions:**

* What makes our pharmacy web app unique ?
  + Nivan will add to the review. Prescription check, admin will check the prescription with the hospital, then will accept or decline it
* Essential functions are discussed
  + A person should be able to order a medicine
  + A person should be able to submit a prescription
  + A person should be able to get an email notification about his order or prescription submission
  + Admin should be able to accept or decline orders and submissions
* Tech stack and libraries are discussed
  + React JS as frontend library
  + MongoDB is as DB
  + Material UI as component library
  + Node, possibly with Express JS as backend library
* Development and CI/CD tools
  + VSCode
  + GitHub
  + Vercel for deployment

**Key Decisions:**

* Essential features, tech stack and dev tools are determined
* We will meet twice a week on discord, and before each iteration in person.
* Presentation will be made by Nivan and Zahit

**Meeting 2**

**Date and Time: 09/16/2022 17:50 (05:50 PM) - 18:53 (06:53 PM)**

**Place:** PSY B51 (MET CS 473/673 Classroom)

**Participants:** Zahit, Nivan, Ryan, Christol, Tsing, Ignacio

**Minutes Taker:** Ignacio

**Timekeeper:** Zahit

**Purpose:**

To discuss the project. What the name of the team will be, what the project will be about.

**Agenda:**

* Ideas
  + Names
  + Projects
  + Assignments
* Next Meeting Planning

**Discussions:**

* For now, we don’t have any ideas, we will be calling ourselves team 4 until we figure something out.
* E-commerce, Memo, Wedding websites
* With what shall we program?
  + React
  + Node
  + What’s the front-end?
  + What’s the back-end?
    - Should we even \*have\* one?
      * Have it work in a log-in base.
* Zahit proposed to use a “skeleton” from other websites so we can see what the project should look like.
* Ryan and Christol suggest creating a website from the ground up.
* Christol showed us a prototype of the Memo application
* In the end, the e-commerce website won.
  + What should we sell there?
* Team leader assignment
  + Ignacio will not go to security
  + Zahit volunteered to be Team and QA leader.
  + Ryan got peer-pressured by Ignacio to be Team Leader.
  + Ryan also suggested backup roles, so that if a person misses or is sick, they can be a secondary person.
    - Ryan wants to be QA backup
  + Nivan got suggested to be Implementation leader.
  + Design and Implementation got subdivided into two groups: Design, and Implementation, respectively.
  + Christol is the Design Leader.
  + Tsing got assigned the Security Leader role.
  + Ignacio will work in the Requirements as Leader.
* Discussion about the motivations behind our project.
  + Why an e-commerce website?
  + Who are the users?
  + What are we going to sell?
* E-commerce could be a medicine-based website that sells prescription medicine to users.
* Keep writing and completing the SPPP document, depending on the user role.
* Setting up the date for the next meeting: Sunday 15:00 (03:00 PM)

**Key Decisions:**

* E-commerce Website won.
* Roles
  + Team Leader: Ryan
  + Requirements Leader: Ignacio
  + Design Leader: Christol
  + Implementation Leader: Nivan
  + Configuration Leader: Ignacio
  + Security Leader: Tsing
  + QA Leader: Zahit
* Medicine-based e-commerce.
* MongoDB, Express, React

**Meeting 1**

**Date and Time: 9/11/22 1:00 PM - 2:00 PM**

**Place**: Online / Discord

**Participants:** Nivan, Christol, Ryan , Zahit, Ignacio

**Minutes taker: Ryan Burns**

**Timekeeper: Ryan Burns**

**Purpose:** Kickoff meeting

**Agenda:**

* Determine the project
* Determine group name - TBD
* Determine project name -TBD
* Determine the tech stack
* Determine the roles and responsibilities
  + Team leader - maybe zahit
  + Requirement Leader
  + Design and Implementation Leader (choses project and structure) ‘maybe nivan’
  + QA leader
  + Configuration Leader
  + Security Leader

**Discussions:**

* All team members shared their project ideas:

1. Zahit’s idea: e-commerce website,
2. Nivan’s: build a crypto currency site that advises users which ones to buy,
3. Christol’s idea: create a memo list that exists off the cloud that is more lightweight than notion.
4. Ryan’s idea: build a wedding website for guests that provides wedding details, destination info, a registry, etc.
5. Ignacio: was open to all project ideas presented.

* Tech stack - JS (maybe React?)
* Some tentative roles were assigned to Zahit and Nivan

**Key Decisions**

* Everyone shared their thoughts on how heavy we should go with pursuing a project idea. We want to hit all the milestones of this class, but not take on too much and get burned out. We want to strike a balance that works for everyone as to not overwhelm any team members.
* Emphasis was made on keeping strong communication and being open.

**Action Items:**

* Think about what roles fit you best
* Complete readings before class
* Be ready to discuss project ideas with the professor on Wednesday.

Below is an example from a previous project (You shall delete this part in your meeting minutes)

**Date and Time:** 1/26/12 7 - 8PM

**Place**: Group Phone Call

**Participants:** Dan Spuches, Grace Hopkins, Craig Cato

**Minutes taker:** Dan Spuches

**Time Keeper:** Craig Cato

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Provide effort hours so far
* Finalize communication plan
  + Google group vs. Trello
* Find and discuss related works
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
* Brainstorm requirements
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Determine group name
  + Is this the same as project name? Yes
* Determine project name
  + Yet another weight tracker - taken
  + Yet another weight program - YAWP
    - Don't want to make YAWP noise when you stand on the scale
  + BodyStats
  + Yet another weight history program
  + Yet another weigh-in program
  + Yet another weight oriented program
* Provide effort hours so far
  + Members will email hours spent so far to Grace
  + Need to decide start/end of week
    - Week starts Saturday, ends Sunday
* Finalize communication plan
  + Google group - email distribution
  + Google code - upload and track all documents (including agenda, minutes, etc)
  + Trello - Discussions/brainstorming/to-do and completed tasks
* Find and discuss related works
  + http://download.cnet.com/Weight-Tracker/3000-2129\_4-10458217.html
  + weightchart.com
    - Web based
  + weightwatchers.com
    - Web based
  + Our project is standalone, not web based, open source (differentiator)
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
  + SVN or GIT?
    - We will use SVN
    - Tortoise SVN for windows
  + What license will we use?
    - Apache 2.0
    - What are the terms?
    - Need to tag all works with the license text from http://www.apache.org/licenses/LICENSE-2.0
* Brainstorm requirements
  + Functional
  + Non-functional
  + Desktop java standalone client
  + Not networked
  + Single user per instance
    - Future - multiple users
  + Need to be able to enter weights
  + Calculate BMI
  + Charting over time
    - Export charts?
    - Daily weight change
    - Monthly weight loss
    - Trending of data
    - Projections
  + Target weight
  + Sounds?
    - Applause for loss
    - YAWP for gain
  + Computerize printed charts
  + Print charts/data
  + Export and save functions
  + Options
    - Configurable units
      * English vs metric
      * LBS vs KG vs Stones?
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Project criteria
  + Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
  + Complexity - will be sufficiently complex
  + Originality - it is original because Craig created the concept
* Determine an approach/process to use
  + Waterfall with feedback/iteration
    - Ability to revisit requirements and re-shuffle priorities
    - Need to build in the ability to respond to risks as they arise and difficult requirements
  + Possibly some agile concepts/aspects - prototype and test driven
  + JUnit testing - test driven development
* Assign roles
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Key Decisions**

* Project name is YAWP - yet another weight-tracking program
* Google code
  + https://code.google.com/p/yawp/
  + We will use SVN on Google code
  + Source code license - Apache License 2.0
  + Labels - health, academic, java
* Time tracking
  + Week start on Sunday
  + Week end on Saturday
  + Get time to Grace by noon on Sunday
* Communication Plan
  + Use Google group for email communication
  + Use Trello for task tracking (to-do and complete) and discussions/brainstorming
  + Use Google Code for document and code repository, version control
* Roles assigned:
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Action Items:**

* Review terms of Apache license - Dan, Craig, Grace
* Submit time to Grace by noon Sunday - Dan, Craig, Grace