**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 1 (09/08 - 09/13 )**

**Date and Time:** 09/13/2020 1 pm - 2 pm

**Place**: Zoom meeting

**Participants:** Jian ma, Raef, Ananya, Wasupol, Peter

**Minutes taker:** Wasupol

**Timekeeper:** Wasupol

**Purpose:** Requirement analysis, Reports and Presentations

**Agenda:**

* Introducing new members
* Weekly report
  + Keep update
* SPPP
  + What we will have to done
* Appointment with Professor
  + Appoint with professor after the meeting
    - Email
    - Slack
* Presentation and Readme
* Git flow
  + Branching
    - feature
  + Peer review
  + Hook (auto test)

**Discussions:**

**Key Decisions:**

**Action Items**

* Appointment with Professor
  + Ananya (email, slack), Wasupol
* Presentation template
  + Everyone
* SPPP
  + Everyone
* Git flow - git 101
  + Everyone