**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 6 (10/12 - 10/20 )**

**Date and Time:** 10/20/2020 10:00 - 11:00pm

**Place**: Zoom meeting

**Participants:** Jian Ma, Peter, Ananya, the Prof.Yuting

**Minutes taker:** Jian

**Timekeeper:** Jian

**Pur**pose: wrap up iteration 1

**Agenda:**

* Discuss what we have finished
* Discuss difficulties and challenges
* Discuss how to improve

**Key Decisions:**

* 1. we need to change the way to collaborate, minimize the work dependencies. E.g., instead of working on functionality individually, we'd better build the NTT model or UML classes together and build a basic skeleton first, then working on a specific part, like UI, database, etc.
* 2. We need to have a code walking through the tutorial and make teammates feel that we are on the same page.
* 3. what to deliver in this iteration: some basic code and skeleton, XML layout, login page, basic layout, overall design of classes, user stories, etc.
* 4. we may record our meeting if important.

**Action Items**

* Code walking through the tutorial
* Adjust how we collaborate with each other
* Prepare for the presentation
* Wrapping up iteration 1:
  + README.md (updated)
  + Doc/ProjX\_SPPP (updated or v2)
  + Doc/ProjX\_meetingminutes (updated)
  + Doc/ProjX\_weeklyreport (updated)
  + Doc/ProjX\_userstories
  + Doc/ProjX\_SDD
  + Doc/ProjX\_Presentation\_iter1
  + Code/… : runnable source
  + A project demo video