

C3 Faculty Advisor Meeting Minutes

11/12/2019

Documentation to be done for this project:

Meetings

Someone creates an agenda and emails it to Vajda. Send it to Vajda no later than one hour from the scheduled meeting time. Emily will take notes during the meetings, document the notes, and send it to Vajda and all the other members of the team.

GitHub

Create a repository dedicated to this project. Add the team members, the client, and Vajda. This repository will hold all documentation for this project, such as, code, helpful links, 480 presentation, minutes, agenda, etc.

Answer the following for each scrum meeting:

- What have I done?
- What will I do next week?
- Are there any issues Vajda can resolve?

Any major decisions during the implementation of the project should be talked about with Vajda and the client. Show any documentation, such as the project presentation, to the client.

When coding the project:

- A code review will be done.
- Document the code. Using Doxygen or any other software for documentation.

Presentation:

Must contain the following:

- What's the problem?
- How to mitigate the problem?
- What tools will be used?
- Why these tools? Why not something else?

25-minute presentation, 20-25 slides. Have a demo with the Amazon API. Ask Alexa a question, answer "yes or no."

What the team should do:

Close any gaps in our knowledge for this project. Do some independent research on what should be done for this project. Know how the API works. What does we need for the API to work?