# **SplitSmart- Term Project – Team 6**

| **Date of Meeting:** | 5/12/2023 |
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| **Minutes Prepared By:** | Shahd Mustafa |

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| 1. Purpose of Meeting | |
| * Member Introductions * Project Overview * Discuss who will be communicator w/ other groups. * Discuss who will be note taker and note uploader. * Discuss team member’s experience for purpose of determining implementation language. * Pick Language and platform for coding the project, and how it’s accessed. * Discuss and split planning document Sections. * Discuss future meeting schedule. * Collect questions about project for future discussion. |

| 2. Attendance at Meeting | | |
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| Name | Team |
| Shahd Mustafa | Team 6 |
| Mike Nasser | Team 6 |

| 3. Meeting Notes, Decisions, Issues | | |
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| **H**   * The team conducted introductions and talked about their experience working with different languages. * Mike is most familiar with python. Shahd has experience using html/CSS and JavaScript. * The team decided to use html/CSS and JavaScript for the project. The interface layout and design will be easy to implement using html/CSS and JavaScript will be using for functionality part of the site. * We discussed the possibility of adding more members to the team and potentially merging with another team. * Meeting time for every week for the duration of the project is Friday at 2pm on zoom, with the flexibility to reschedule if necessary. * The team discussed using Enterprise architect and other platforms for creating diagrams. * The team assigned the responsibility for uploading the meeting notes to the member writing them that week. Meeting notes will be uploaded on git hub for members to access and add questions and suggest changes, final meeting notes will be submitted after members review them. * Sections of the planning document are to be chosen by members and completed. * Each person does one or two sections by the next meeting to ensure that we are on track to completing the report within the timeframe. Mike will complete the project schedule and Shahd the introduction. |  |

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| 3. Open Questions, Tabled Items, Outstanding Issues |

* No questions for this meeting.

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| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes | Shahd | 5/14/23 | In Progress |
| Team members download, install, and set up Enterprise Architect on local machine | Mike | 5/24/23 | In Progress |
| Complete chosen section of the planning document for the next meeting | All | 5/19/23 at 2pm | In progress |
| Study/practice html/CSS and JavaScript in preparation for future coding | Mike | 6/30/23 | In progress |
| Final Planning document | All | 5/31/23 | In progress |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *5/19/23* | *Time:* | *2pm* | *Location:* | *zoom* |
| *Objectives:* | Discuss planning document sections | | | | |