**CS673 Software Engineering**

**Team 5 Meeting Minutes**

**Week 1 - Meeting2 (09/07 - 09/14 )**

**Meeting link:** [**https://bostonu.zoom.us/rec/share/9MpuItaM9FvzhllJE95ATauwNvVm-70dMuman5il2KSVUmfmNIYJrntywoas287d.EcJAvZwyU1aW1gIn**](https://bostonu.zoom.us/rec/share/9MpuItaM9FvzhllJE95ATauwNvVm-70dMuman5il2KSVUmfmNIYJrntywoas287d.EcJAvZwyU1aW1gIn)

**Passcode: A?C77m5f**

[**https://bostonu.zoom.us/rec/share/tOHWr1BFvfKqmZtge3FfTixlezVLGWPmbWye6TLU\_5LuB\_Qb-v\_DgZ8K-uzn\_PbE.mEQ4GdoH9QleeW9I**](https://bostonu.zoom.us/rec/share/tOHWr1BFvfKqmZtge3FfTixlezVLGWPmbWye6TLU_5LuB_Qb-v_DgZ8K-uzn_PbE.mEQ4GdoH9QleeW9I)

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**Date and Time:** Saturday, 09/11/21 , 5.00 - 6.00 pm

**Place**: Zoom

**Participants:**Yang Ye,Shepherd Liu, Jake Stephens, Sandeep Agrawal,Seema Palora

**Minutes taker:** Seema Palora

**Timekeeper:** Jake Stephens

**Purpose:** Review Meeting

**Agenda:**

1. Update on assigned task
2. Review completed work
3. Open questions
4. Risk Management sheet
5. Progress Tracker
6. Task Ownership
7. Presentation review
8. SPP review
9. Pivotal Tracker: User story update
10. Next iteration quick plan - If time permits, else another meeting will be set up prior to the next iteration.
11. Lab completion status

**Discussions:**

1. Team updated on the task assigned and its completion status
2. Each team member presented the completed task and reviewed it as a team , listing out the feedback .
3. Collected list of questions to bring up in professor Q&A session
4. Story status is updated in the pivotal tracker and reviewed for the completion status.
5. Discussed about the detailed flow of app
6. CI/CD setup issue resolved by the team members.

**Key Decisions :**

1. To have story grooming by early tuesday (first day of each iteration)
2. Requirement lead to work with Design lead/developer to create stories

**Action Items:**

1. Seema to update the presentation with Screenshot and architectural diagram - Completed
2. Shepard to monitor all team member lab1 submission and once all pushed, delete lab1 branch after merging with main branch -Completed
3. Update progress tracker by each team member-Completed
4. Finish remaining doc (Risk management)-Completed
5. Team lead to review the documents before submission-Completed

**Week 1 - Meeting1 (09/07 - 09/14 )**

**Date and Time:** Wednesday, 09/08/21 , 9:15 - 10.15 pm

**Place**: Zoom

**Participants:** Yang Ye,Shepherd Liu, Jake Stephens, Sandeep Agrawal,Seema Palora

**Minutes taker:** Seema Palora

**Timekeeper:** Seema Palora

**Purpose:** Project KickOff Meeting

**Agenda:**

1. Finalizing the project idea and determine the project name
2. Decide Team Roles
3. Timeline for this week task
4. Identifying the features to be implemented
5. Task assignment between team members

**Discussions:**

1 . **Finalizing the project idea and determine the project name :**

As a team we decided to implement a healthcare app with a set of user friendly features to monitor and motivate for a better life style.

**App Name**:SimpleHealth

**2 . Decide Team Roles :**

| **Team Leader** | Seema Palora |
| --- | --- |
| **Backup Team Leader** | Jake Stephens |
| **Requirement Leader** | Yang Ye |
| **Design and Implementation Leader** | Sandeep Agrawal |
| **QA Leader** | Jake Stephens |
| **Configuration Leader** | Shepherd Liu |
| **Security Leader** | Yang Ye |

**3. Timeline for this week task :**

09/11 :

Team to have the 90% of task completed

Review the work and provide feedback

09/12 :

Update work as per review comment ,

Complete if any pending task, get the review done by team member

09/13 :

Submission

**4. Identifying the features to be implemented :**

Identify the Essential, Desirable and optional features

**5. Task assignment between team members:**

**Sandeep**: wireframe, tech stack,progress report

**Jack**: creating doc template ,progress report

**Yang** : drafting user stories,progress report

**Shepard**:setting up CI/CD,progress report

**Seema**: Read me, progress report,MOM,Presentation

**Key Decisions :**

1. Project Name: SimpleHealth
2. Team Roles Assigned
3. Task for this week is assigned
4. App will be implemented in both Java and Kotlin
5. Project Setup

**Action Items:**

* 1. Yang Ye will be drafting the user stories , get the stories reviewed by the team and get into Pivotal Tracker before the next iteration - Marked as Done in meeting2
  2. Sandeep will be working on wireframes for the flow-Marked as Done in meeting2
  3. Sandeep :Basic project package structure to be created in github: Completed- Marked as Done in meeting2
  4. Shepard **:**Automated build/deploy setup to be done in Git - Marked as Done in meeting2
  5. Jack: Clone the document template to Team 5 drive, Add the project description to SPP-Marked as Done in meeting2
  6. Seema: MOM,Presentation, SPP update , follow up with team for any pending work -Marked as Done in meeting2

An Example from previous project:

**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