**SDEV 220 FINAL PROJECT GROUP 3**

**Project Proposal Meeting Minutes**

**Date:** 04/03/2024

**Time:** 0730pm EST

**Location:** [Discord]

**Attendees:**

**● Jonas Treadwell**

**● Ethan Becker**

**● Firisiya Chiomadzi (Scribe)**

**Absent:** N/A

**Agenda:**

**1. Project Proposal**

**●** Communication Plan

**●** Project Description

**●** Project Collaboration

**●** Project Management and Roles

**2. Communication Plan**

**●** External Project Status meetings

**●** Regular Scheduled Meetings

- Event Driven Meetings

**●** Communication Policy

**●** Conflict Resolution Policy

**3. Assigning of Project Roles**

Team Leader: Jonas Treadwell

- Other roles (see number 5 below)

**Minutes:**

**1. Opening:**

**●** The meeting was called to order at 0730pm EST.

**● Team members started by welcoming one another laying down the foundation and tasks at hand and getting into the agenda of the day.**

**2. Approval of Previous Minutes:**

There are no minutes to approve. This was our first group meeting.

**3.** **Project Proposal:**

**●** The team agreed to create a coffee shop management system and the name of the coffee shop was to be called Perk & Pour Café.

**4.** **Communication Policy:**

**●** Communication Policy was drafted (See attached copy in GitHub and Trello Board.

**●** Communication was to be done through Discord as the main channel and others such as Zoom/In-person accordingly.

**●** Meetings were to be conducted regularly on Discord (at least once a week).

**5. Assigning Project Roles**

**●** Team members were tasked with roles to perform during the period under review (Life Cycle of the Project).

**●** Team members were to rotate their roles so that every member was accustomed to the system being developed.

**●** The group tasks were assigned as follows:

**●** Jonas (Project Manager/ Team Leader)

**●** Firisiya Chiomadzi (GUI Designer/Developer)

**●** Ethan Becker (Back End Developer)

**6. Any Other Business**

**●** Jonas volunteered to create the Group’s GitHub and Trello Board Accounts, and the task was fulfilled during the meeting.

**● Firisiya Chiomadzi proposed to write the minutes.**

**● Jonas as the selected Team Leader was to send the project proposal, UML diagram, and Communication Plan to the Client (Professor David A. Theimer) through the Canvas Assignment Page, Firisiya and Ethan were to each individually finish part of the assignment by giving 2 comments to the other group members.**

**● Jonas was to begin working on the coding.**

**● We all worked together as a team (Jonas, Ethan, Firisiya) and agreed on the projects that were done by the individuals, the UML diagram by Jonas, the overall design of the coffee shop; the communication plan, and the final draft of the project proposal by Firisiya Chiomadzi.**

**7. Announcements:**

Members were supposed to sign up for the GitHub and Trello Accounts, and discussions will continue as necessary on Discord, and the approval of the projects before they are finally sent to the Client.

**8. Next Meeting:**

The next meeting is scheduled for 04/27/2024 at 0900[pm EST in Discord.

**9. Adjournment:**

The meeting was adjourned at 0954pm EST by the team.

**Next Steps:**

**●** Jonas was to start doing the coding and creation of the pages required for the project.

**● The team was to begin working on the projects** presented and shared during the meeting to meet the proposed Deadline of May 13, 2024.

**Prepared by:** Firisiya Chiomadzi

**Approved by:** Jonas Treadwell/Ethan Becker