**CS673F16 Software Engineering**

**Team #5 Meeting Minutes**

**Week #2 (09/13 - 09/19)**

**Date and Time:** 09/19/2017 6:30 PM - 7:30 PM

**Place**: EMA 302

**Participants:** All Members

**Minutes Taker:** Rohit Agrawal

**Timekeeper:** Tianqi Xu

**Purpose:** Making sure all the preparation, software installation, project planning,

**Agenda:**

1. Determine group name
2. Determine project direction
3. Determine the language and tools that will be used
4. Determine the communication tools
   1. Finishing weekly reports and other forms
5. Find and discuss related works
6. Create project skeleton code
7. Discuss future schedules
8. Assign roles

**Discussions:**

* Determine group name
  + Group 5 (Temporary)
* Determine project direction
  + Visualization of complex data
* Determine the language and tools that will be used
  + Java, Javascript, matlab(maybe)
* Determine the communication tools
  + Whatsapp
* Finishing weekly reports and other forms
  + This one right here
* Find and discuss related works
  + There are some data visualization apps that are related to our work such as tableau could be referred and studies by us
* Create project skeleton code
  + To be determined..
* Discuss future schedules
  + 1. We are gonna meet at least once a week, depending on the progress of our project
  + 2. The further we go into the semester, the more time we will likely to spend on meeting, so we need to secure a week date that is capable long meeting(Saturday)
* Assign roles
  + As listed in the project signup

**Action Items:**

* Submit the written assignment before deadline
* Setup all the required software before next meeting at least