Team Meeting

Meeting called by:	Maria Amaros	**Type of meeting:**	Team Meeting
Minutes prepared by:	Lydia Pape		

Attendees: Dr. Bonnell, Dr. Wei, Lydia Pape, Emery Wolf, Peyton Freeman, Jeshua Suarez-Lugo, Riley Durbin & Maria Amoros

Minutes

Agenda item: Progress report   **Presenter:** Maria Amoros

Discussion:

The backend is almost finished; the team is implementing REST API for frontend communication with the database. The project so far is deployed with Firebase. Peyton is working on finishing the calendar.

Conclusions:

The project is deployed at https://volunteer-app-cd77f.web.app/#/. It will be possible to change the domain name. This deployment service will remain free unless the system ends up with over 200,000 users.

Agenda item: Questions for Dr. Bonnell   **Presenter:** Maria Amoros

Discussion:

Asked for clarification on what fields should be available when creating events. We already have title, description, address, hosting organization, and start and end dates/times. Dr. Bonnell asked for a few more fields. Also asked what Dr. Bonnell would like on the main page of the website after logging in, as it is currently blank.

Conclusions:

We can always add more fields as necessary. For events we need to add categories, an option of male/female/all, and an open-ended comment field for extra information about the event. For the front page, Dr. Bonnell might give it more thought; we may consider displaying the calendar of events there, or other central/vital info.

Agenda item: Plans going forward   **Presenter:** Maria Amoros

Discussion:

Everyone's general tasks have been planned out for the remainder of the sprint. Briefly discussed the possibilities for implementing authentication with Firebase and other future endeavors.

Conclusions:

One week remains in the current sprint, ending on February 5th. By then, Jeshua will aim to finish the Create Events feature, Emery will aim to finish the Create Reports feature, Maria will aim to finish the Check In & Check Out feature, and Lydia and Riley will aim to finish preparing the backend to communicate with the frontend. After February 5th, the team will continue working on implementing all features Dr. Bonnell has asked for, and may ask for in the future.

Agenda item: Dr. Bonnell's questions for the team   **Presenter:** Dr. Bonnell, Maria Amoros

Discussion:

Talked about how incoming students are to be added to the system's database. Discussed the possibility of an admin adding large (ish) batches of students at a time, from a spreadsheet.

Conclusions:

There is not currently a way in place to add users in batches, but the team will think about/work on this in the future.

Agenda item: Dr. Wei's advice for the team   **Presenter:** Dr. Wei

Discussion:

Requested of the team to provide specific progress reports for each user story by next week. Reminded the team of the importance of committing/merging frequently to Github, and to not commit machine- or IDE-specific files such as the node_modules directory. Suggested that the team change the directory structure in the overall project to look less confusing, and encouraged the team to make the repository private. Reminded the team of the vital importance of communication, punctuality at meetings, and having everything promised done on time.

Conclusions:

The team needs to make documentation in writing of progress on every user story so far. This can take any form, but needs to be specific. The team should clean up the project structure in Github as soon as possible (before we start branching off for further tasks). The team needs to be sure to always be vigilant about communicating and staying together. We have a fair bit of work to get done by Friday of next week.

Agenda item: Questions for Dr. Wei   **Presenter:** Jeshua Suarez-Lugo, Dr. Wei

Discussion:

Further discussed the requirements for the progress report on user stories.

Conclusions:

The format of the report is not important, but it needs to be specific. Dr. Wei is expecting it by Tuesday morning at the latest.