Meeting Minutes

Weekly Meeting Day, Time and Location: Thursday at 8:45pm in the Main Library

Meeting 10/20

**Agenda:** Create list of requirements for Intermediate Assignment  
**Leader:** Rahul/Anthony  
**Action List:** Rahul and Anthony will work on creating the list of requirements. Evan and Tyler will work on creating the diagrams and models and Gustavo will work on the skeletal website. Due on deliverable due date.  
**Summary:** Tasks for the Intermediate Assignment was given out to team members and were worked on during the meeting.

Meeting 12/3

**Agenda:** Review the Intermediate assignment that was handed back. Understand and brainstorm ideas for the prototype (interface only) assignment.  
**Leader:** Evan/Gustavo  
**Action List:** Gustavo will work on the prototype from what was designed during the meeting. Due on due deliverable due date.  
**Summary:** Team gathered and decided on an idea that was drawn on for Gustavo. Gustavo will work on the interface and post it on the website.

Meeting 11/10

**Agenda:** Start working on the SRS document and delegate tasks to each team member.  
**Leader:** Tyler  
**Action List:**  
- Tony: State model and security  
- Tyler: Sequence Diagram and Data Dictionary  
- Evan: Domain Model and Data Dictionary  
- Gustavo: Prototype  
- Rahul: Introduction and Overall description  
**Summary:** Sections of the SRS were assigned to each member.

Meeting 11/13

**Agenda:** Continue working on SRS document. Finalize it so it is ready to turn in.  
**Leader:** Rahul/Anthony  
**Action List:** Same as before. Due on deliverable due date.  
**Summary:** SRS was put together, copies printed and emailed to customer.

Meeting 11/21

**Agenda:** Go over reviews from professor, TA, and peer reviewers.  
**Leader:** Tyler/Rahul  
**Action List:** Tyler will collect all reviews and email to all team members the next day. Rest of team members needs to go over the reviews and understand them all.  
**Summary:** SRS document was reviewed and all reviews were scanned and emailed to all team members.
Meeting 11/27

**Agenda:** Go over feedback from SRS and determine changes we agree/disagree with. Start making changes to SRS document.
**Leader:** Tyler/Gustavo

**Action List:** Evan will email the customer about questions from SRS. Same sections of the first SRS are assigned to each member.

**Summary:** A list of disagreements from reviews were made, corrections to SRS also started. Improvements for prototype were suggested.

Meeting 11/28

**Agenda:** Continue making changes to SRS document. Email customer about further questions.
**Leader:** Evan/Anthony

**Action List:** Evan will ask the professor about questions with CAN bus and ECU. Team members will review the document

**Summary:** More changes based on feedback were made to the SRS document.

Meeting 11/29

**Agenda:** Finalize the document. Make final corrections. Finish Prototype Proof-read document. Print 2 copies. Email the Customer
**Leader:** Tyler

**Action List:** Everyone finished working on their sections. Evan was waiting for reply from customer and will have it done the following day.

**Summary:** Everything was put together in the document except the domain model. Evan and Tyler will be in contact the following day to finish.

Meeting 12/5

**Agenda:** Put together the presentation for Wednesday. Decide who will work/present on what section.
**Leader:** Tyler

**Action List:**
- Anthony: Security/Sequence Diagram
- Tyler: Sequence Diagram
- Evan: Features
- Gustavo: Describe scenarios and run prototype
- Rahul: Introduction and features

**Summary:** A Google Doc Slide was made with the PowerPoint Template for the team. Each member worked on their part of the presentation.