Sep 20, 2022 Meeting notes					
Date:	Sep 21, 2022				
Time:	4 PM - 5 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:					
Note taker:	Shawn Fahimi				
Location:	1206				
Agenda:	User Experience				
	Logistics				
	Goals				

Agenda item 1:	User Experience & Features
Discussion:	Open Planner is to be a web browser application, with users being greeted with the option to either create an account or login. After filling in basic information and uploading the semester's syllabi, users will be able to access a calendar that contains all major dates across all classes, modify and create events, and chat with classmates via GroupMe
Conclusions:	Main challenge will be in parsing syllabi
Action items	
Action item 1:	Decide on implementation technique
Action item 2:	Look through Neeley syllabi to begin figuring out how to parse
Action item 3:	Explore available API's for assistance in implementation
Action item 4:	

Agenda item 2:	Logistics
Discussion:	Using Jira and GitHub for project management. Use AWS (Amazon Web Services) for server space. Plan to have meeting with clients every Wednesday.
Conclusions:	
Action items	
Action item 1:	Sign up for Jira and begin managing the project on there.
Action item 2:	Sign up for AWS

Action item 3:	Create a project on GitHub
Action item 4:	Schedule a room for next Wednesday's meeting.

Agenda item 3:	Goals
Discussion:	Want MVP to roll out to Neeley by January. Priority features are the basic calendar functionality and ability to parse syllabi. Want to possibly create a custom syllabus template for professors to use at some point after MVP rollout.
Conclusions:	Most important features to implement are basic calendar functionality.
Action items	
Action item 1:	Have basic implementations completed by January for Neeley students to begin testing.
Action item 2:	Focus first on syllabi parsing and calendar implementation.
Action item 3:	
Action item 4:	

Sep 28, 2022 Meeting notes

Date:	Sep 28, 2022				
Time:	4 PM - 5 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
	Clients				
Absentees:					
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Feature clarification				
	Deployment				
	Parsing				
	Next Tasks				

Agenda item 1:	Feature Clarification
Discussion:	We decided to make it optional to show classtimes on the planner. Want to hone in on creating a database of syllabi to provide useful class information to prospective students. Using Google for authentication. Discussing differentiation between assignment types. Using emojis? Not taking responsibility for any major dates not on
Conclusions:	Main challenge will be in parsing syllabi, minimizing clutter on calendar. Focus on core
Action items	
Action item 1:	Start developing front-end and back-end (Alex/Shawn on front-end, Thuong and Tanmay on back-end)
Action item 2:	Incorporate features into current team discussion of use cases.
Action item 3:	
Action item 4:	

Agenda item 2:	Deployment
Discussion:	Using Heroku (free tier) for front end and back end. Using MongoDB (free tier) for the database. All members on the business and software side will have access to these project elements. Future costs will rise to $60 a month in November.
Conclusions:	Will be setting up payments for deployment services.
Action items	
Action item 1:	Set up payment for Heroku/MongoDB plans with clients.

Action item 2:	
Action item 3:	
Action item 4:	

Agenda item 3:	Parsing
Discussion:	Leaning towards using AI API for syllabi parsing due to difficulties of hard coding. Need table formatted syllabi for effective parsing.
Conclusions:	Settling on AI API for parsing
Action items	
Action item 1:	Go forward with parsing using AI API.
Action item 2:	Set up payment for AI API with clients.
Action item 3:	
Action item 4:	

Agenda item 4:	Going Forward
Discussion:	Focus on connecting front end to back end. Work with clients on design and focus mostly on back-end for now. Using React for front end. Django for back end. Mongo for database. User profile settings and social capabilities? Use Figma for design. Domain name?
Conclusions:	Focus on integrating front-end and back-end.
Action items	
Action item 1:	Research how to connect React front-end and Django REST back-end.
Action item 2:	Accomplish Jira issue for connecting React front-end and Django REST back-end
Action item 3:	Meet with clients every other week, meet with team every week
Action item 4:	Find domain name to host application.

Oct 5, 2022 Meeting notes

Date:	Oct 5, 2022				
Time:	4:30 - 5:30 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:					
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Prototyping				
	Front End Development				
	Back End Development				

Agenda item 1:	Prototyping
Discussion:	Haven't been able to hear back from clients regarding Figma prototyping. We will need to create the prototype on our own based on the Marvel prototype that the clients gave us.
Conclusions:	Development team assumes complete responsibility for creating the Figma prototype.
	Action items
Action item 1:	Alex and Shawn will work on the Figma prototype this weekend.
Action item 2:	Entire team will go over the finished Figma prototype on Sunday night.
Action item 3:	
Action item 4:	

Agenda item 2:	Front End Development
Discussion:	Need to begin taking first steps towards coding the front-end/client-side experience for the Open Planner application. Need to lay out the minimum specs/design needed for user experience.
Conclusions:	Development team needs to begin working on the front-end for Open Planner.
	Action items

Action item 1:	Alex and Shawn will get on the phone this weekend for a seperate call to work on front end design.
Action item 2:	Alex and Shawn will begin front end design this weekend.
Action item 3:	
Action item 4:	

Agenda item 3:	Back End Development
Discussion:	Tanmay is working on training the syllabi with the AI model. Expects to working code within a couple weeks. Thuong is working on parsing as well using other models.
Conclusions:	Need to work on settling on a means for parsing syllabi.
Action items	
Action item 1:	Thuong and Tanmay will continue exploring options for parsing syllabi.
Action item 2:	Determine a method for parsing by the beginning of next week.
Action item 3:	
Action item 4:	

Oct 12, 2022 Meeting notes				
Date:	Oct 12, 2022			
Time:	4:00 - 5:00 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:				
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Prototype Feedback			
	Front End Development			
	Back End			

Agenda item 1:	Prototype Feedback/Front-End Development
Discussion:	Filter options should be implemented as a checkbox list for classes. "Advanced filter" option for custom time ranges and event types? User assigned colors for events? To do list feature desired (iteration 2). Drag and drop for syllabus upload.
Conclusions:	Adjust prototype and proceeding front-end development with clients' comments in mind.
Action items	
Action item 1:	Review notes provided by clients on Figma prototype
Action item 2:	Take the first steps to creating the front-end component of the application.
Action item 3:	Re-visit Figma and make necessary adjustments based on clients' notes.
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	Thuong finds that hard coding for PDF parsing will require every syllabus to follow the same exact template and is not a good idea moving forward. Best shot at success with project is using AI, which Tanmay is working on.
Conclusions:	Settling on AI for PDF parsing
Action items	
Action item 1:	Tanmay will continue training the AI using syllabi supplied by clients.

Action item 2:	
Action item 3:	
Action item 4:	

Oct 19, 2022 Meeting notes					
Date:	Oct 19, 2022				
Time:	4:00 - 5:00 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Front End Development				
	Back End Development				

Agenda item 1:	Front-End Development
Discussion:	Copycat implementation in Figma is in progress. Need to bring up color coding to clients and current limitations. CopyCat AI sometimes returns faulty code which makes deployment challenging.
Conclusions:	Alex and Shawn will complete a deployment of Figma in React by the end of the week.
Action items	
Action item 1:	Debug CopyCat AI code for successful deployment.
Action item 2:	Complete conversion of Figma frames to React code using CopyCat AI
Action item 3:	
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	Trouble with parsing PDF files to single out significant exam and assignment dates. Currently the calendar is outputting every event on the syllabus calendar with no discernment between significant due dates and normal class dates.
Conclusions:	The team needs to consider an alternate course of action for parsing PDF files.
Action items	
Action item 1:	Discuss difficulties with parsing with the clients next week.
Action item 2:	Continue exploring alternatives to effectively parse PDF files.

Action item 3:	
Action item 4:	

Oct 26, 2022 Meeting notes					
Date:	Oct 26, 2022				
Time:	4:00 - 5:00 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Front End Development				
	Back End Development				

Agenda item 1:	Front-End Development
Discussion:	CopyCat code being extracted from Figma prototype. Current challenge is linking the individual frames together and building the app as a whole with action listeners, etc. Alex and Shawn feel confident in managing these challenges timely.
Conclusions:	Current goal is gluing the individual CopyCat frames together to build a cohesive front-end
Action items	
Action item 1:	Finish extracting React code for individual Figma frames using CopyCat
Action item 2:	Merge the seperate CopyCat AI React applications together to create one React module.
Action item 3:	
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	Difficulties in distinguishing "significant" dates on parsed syllabi. One solution would require a disciplined, consistent format for every syllabus. Another solution requires the user clicking through each extracted event/date to verify addition to their calendar. Deciding on if there's two assignments with the same due date/time, they overlap visually. We are deciding to extract all events from syllabus.
Conclusions:	Deciding to extract all events from syllabus, sticking with the latter solution.

Action items	
Action item 1:	Continue working on PDF parsing with the new adjustments in mind as agreed upon with clients.
Action item 2:	Implement click-to-verify capability for confirming added events upon syllabus parsing.
Action item 3:	
Action item 4:	

Nov 2, 2022 Meeting notes				
Date:	Nov 2, 2022			
Time:	4:00 - 5:00 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Front End Development			
	Back End Development			

Agenda item 1:	Front-End Development
Discussion:	Alex and Shawn have been running behind on front-end development, will be dedicating time over the weekend and Monday/Tuesday to getting a working model for the front-end done before the next client meeting. May need to consider removing certain use cases from the iteration plan as well due to schedule constraints
Conclusions:	Need to get Figma frames linked before the client meeting on Wednesday
Action items	
Action item 1:	Research Typescript for more clarification on front-end design.
Action item 2:	Link Figma frames together/add action listeners to create a cohesive front-end React app
Action item 3:	Consider removing certain use cases from Iteration Plan #1
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	Tanmay has finished creating a module for Google login/authentication. PDF parsing has become easier and more clear after the meeting with clients last week discussing challenges. May need more syllabi to train the AI. Confidence in being able to stay on schedule thus far.
Conclusions:	Back-end development going well and on schedule.
Action items	

Action item 1:	Ask for more syllabi from clients to better train the AI
Action item 2:	Continue implementing other use cases (i.e. back-end for account creation, etc.)
Action item 3:	
Action item 4:	

Nov 9, 2022 Meeting notes

Date:	Nov 9, 2022				
Time:	4:00 - 5:00 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Front End Development				
	Back End Development				

Agenda item 1:	Front-End Development
Discussion:	Linking across the React components is now done. Progress on developing the front-end is still on schedule. Have now decided on a Calendar module to use for the main account page. Overall front-end development is anticipated to continue remaining on schedule and Shawn and Alex should be able to get more work done in the immediate future.
Conclusions:	Front-end development is still on schedule with no current challenges in sight.
Action items	
Action item 1:	Tweak the Figma prototype to create better React code
Action item 2:	Finish linking all React components together once generated to complete front-end.
Action item 3:	
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	API documentation has been created. Need to start implementing back-end functionality for account creation. Using Google authenticator for account creation and login. Also need to start implementing back-end functionalities for event creation, modification and deletion. Overall back-end development has been on schedule with no current significant challenges in sight.
Conclusions:	Back-end development is still on schedule with no current challenges in sight.

Action items	
Action item 1:	Work on back-end functionality for account creation.
Action item 2:	Work on back-end functionality for event modification.
Action item 3:	
Action item 4:	

Nov 16, 2022 Meeting notes				
Date:	Nov 16, 2022			
Time:	4:00 - 5:00 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Front End Development			
	Back End Development			

Agenda item 1:	Front-End Development
Discussion:	Showing front-end proof of concept and successful linking of pages. Explaining React Big Calendar to the client. Want to add a nav bar to the calendar page for easier accessibility. Drop down menu for schools on sign up/edit profile page? We have drag and drop modules that have yet to be implemented in the front-end. Currently working on sending API requests to back-end from front-end as well.
Conclusions:	Entering final phase of front-end development for MVP, on schedule.
Action items	
Action item 1:	Complete successful API calls for front-end to back-end
Action item 2:	Integrate React Big Calendar module into main account page
Action item 3:	Continue fine-tuning CSS for the individual pages
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	Had to switch deployment from Heroku to AWS due to difficulties with PDF parsing on Heroku (size issues). Parsing is working but using a lot of computing resources which is why the shift to AWS is necessary. Need payment information from clients for continued deployment on AWS. Currently projecting costs of $30-$40/month. Front-end and back-end are both deployed on AWS. Bracing for minor inconsistencies in PDF parsing due to the formatting of syllabi from certain professors.
Conclusions:	Main focus is on successful deployment now.

Action items	
Action item 1:	Set up payment for AWS with help of clients
Action item 2:	Complete set-up of database system for back-end
Action item 3:	
Action item 4:	

Jan 18, 2023 Meeting notes

Date:	Jan 18, 2023				
Time:	2:00 - 3:00 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Semester Goals				

Agenda item 1:	Semester Goals
Discussion:	Clients are preparing to demonstrate the application to professors and other students. Front-end tweaks requested for the current iteration (events in colored boxes, filtered menu) as well as an admin dashboard to process syllabi that cannot be automatically parsed. Considering implementing GroupMe/Group Chat functionality among other features for the next iteration of Open Planner.
Conclusions:	Current iteration still needs tweaks, more features planned for Iteration #2
Action items	
Action item 1:	Make necessary front-end adjustments (colored events, filter menu)
Action item 2:	Brainstorm possible group chat implementation for the next iteration privately
Action item 3:	Begin work on seperate admin dashboard for unprocessable syllabi
Action item 4:	

Jan 25, 2023 Meeting notes

Date:	Jan 25, 2023				
Time:	2:00 - 3:00 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:					

Agenda item 1:	Last Week's Work and Current Challenges - Front End Development
Discussion:	Working on implementing a custom pop up module for clients as well as a filter menu for the main calendar page. Work is taking longer than expected. Also need to implemented strong password checking for account creation after discovering bug. Looking to have these completed by mid-February so that workload is reduced for the rest of the semester. Need calendarId's for events to be stored in back-end as well for event coloring.
Conclusions:	Continue working on front-end updates.
Action items	
Action item 1:	Finish pop up customization.
Action item 2:	Implement strong password checks for account creation.
Action item 3:	Continue work on filter sidebar menu.
Action item 4:	Discuss necessary back-end changes (calendarId storage) with Tanmay

Agenda item 2:	Last Week's Work and Current Challenges - Back End Development
Discussion:	Currently working on a Admin dashboard page and making API updates as well. Also have to redesign the database. Anticipating necessary changes to front-end in the future once this is fully developed. This has proven to be challenging and successful implementation of this will take up time for the foreseeable future. Also anticipating ripple effects on front-end development from API changes.
Conclusions:	Continue working on Admin dashboard and API updates.

Action items	
Action item 1:	Continue front-end/back-end work on Admin dashboard
Action item 2:	Have further discussion with front-end developers (Shawn/Alex) about API changes
Action item 3:	Work on database redesign
Action item 4:	

Feb 3, 2023 Meeting notes				
Date:	Feb 3, 2023			
Time:	11:00 - 11:50 AM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Front-End Development			
	Back-End Development			

Agenda item 1:	Front-End Development
Discussion:	Custom event detail and creation pop-ups are almost done, just need some slight redesigns for consistency and API call bug fixes. The pop-ups will be ready to present to clients at the meeting next Monday. In the meantime, Shawn will also look into options for filter menu implementation over the weekend if he has extra time. Right now a sidebar seems to be the best approach to take.
Conclusions:	No current overwhelming challenges, development is on schedule.
Action items	
Action item 1:	Complete pop-up design and fix bugs with API calls
Action item 2:	Start looking into approaches for implemting a calendar filter menu.
Action item 3:	Coordinate with Tanmay on implementing the back-end redesign into front-end
Action item 4:	

Agenda item 2:	Back-End Development
Discussion:	Database design/implementation is done and Tanmay is currently working on completing the new API design for the application. Thuong will continue to help Tanmay with this and will also help with updating project documentation. Front-end code will need to be refactored/re-done with respect to API calls once Tanmay finishes API redesign.

Conclusions:	No current overwhelming challenges, development is on schedule.
Action items	
Action item 1:	Tanmay will complete API redesign (timeline undetermined)
Action item 2:	Thuong will begin updating project documentation.
Action item 3:	Coordinate with Shawn on implementing back-end redesign into front-end
Action item 4:	

Feb 6, 2023 Meeting notes				
Date:	Feb 6, 2023			
Time:	12:00 - 12:50 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Front-End Development Progress			
	Back-End Development Progress			

Agenda item 1:	Front-End Development Progress
Discussion:	Custom pop up implementation is complete. Clients want to explore the possibility of a "Remember Me" option to bypass Login process for already logged in users. New page in between syllabus upload and calendar page for specifying calendar colors and names needed, prototype provided by clients in Figma. Also need to explore options for filter menu so that main calendar can display only certain calendars/courses.
Conclusions:	Continue finishing discussed features, development is on schedule
Action items	
Action item 1:	Begin work on filter menu for main calendar page
Action item 2:	Look into implementing "Remember Me" option
Action item 3:	Consider implementations for calendar color customization page
Action item 4:	
Agenda item 2:	Back-End Development Progress
	Admin dashboard is coming along well, works with dummy data. Thuong is able to parse 5 syllabus templates as of now. Tanmay is working on back-end for Admin dashboard and is making updates to the API. Also need to start coming up with test

Discussion:	dashboard and is making updates to the API. Also need to start coming up with test cases for the application
Conclusions:	Continue finishing discussed features, development is on schedule
Action items	
Action item 1:	Coordinate with front-end on implementing API calls
Action item 2:	Test Admin dashboard with real data
Action item 3:	Use the Use Case document to come up with test cases for the application
Action item 4:	

Feb 13, 2023 Meeting notes

Date:	Feb 13, 2023				
Time:	12:00 - 12:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Front-End Development Progress				
	Back-End Development Progress				

Agenda item 1:	Front-End Development Progress
Discussion:	Currently in the process of adding and updating API calls that reflect the updated API into front end; so far the updated API integrates nicely into front-end for current functionality. Need to start work on adding admin API calls next. Also need to start work on a filter sidebar menu that will display only events associated with selected calendars. Hoping to be able to demonstrate these features and the completed app to clients within a couple weeks.
Conclusions:	Front-end development is on schedule for client demonstration soon.
Action items	
Action item 1:	Finish adding and updating API calls
Action item 2:	Continue work on the filter sidebar menu.
Action item 3:	Start looking at documentation to prepare for updates.
Action item 4:	

Agenda item 2:	Back-End Development Progress
	No current major obstacles in development. Admin dashboard is almost complete and hoping to have finished by the end of the week. API calls are ready for front-end integration. Hoping to be able to demo the application for clients either next week or by

Discussion:	integration. Hoping to be able to demo the application for clients either next week or by the client meeting after. Planning on updating documentation once all development is finished, starting with test cases.
Conclusions:	Admin dashboard is almost complete and ready to show to clients
Action items	
Action item 1:	Finish Admin dashboard
Action item 2:	Coordinate with front-end team on integrating Admin API calls
Action item 3:	Start looking at documentation to prepare for updates
Action item 4:	

Feb 20, 2023 Meeting notes				
Date:	Feb 20, 2023			
Time:	12:00 - 12:50 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal Clients
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Front-End Development Progress			
	Back-End Development Progress			

Agenda item 1:	Front-End Development Progress
Discussion:	Filter functionality is implemented, current challenges involve making tweaks to the display. Next task is to create the settings page so that users can edit the colors and names of their personal calendars (as well as another similar page for users to set calendar info after uploading syllabi). Assuming features currently in development are completed by then, we intend to start testing the application within 2 weeks according to test case documentation which will be completed soon.
Conclusions:	Development is currently on schedule, continue implementing remaining features
Action items	
Action item 1:	Start work on the settings page.
Action item 2:	Continue making tweaks to the filter menu
Action item 3:	Begin work on test case documentation
Action item 4:	
Agenda item 2:	Back-End Development Progress
	Clients are currently collecting syllabi to test the program on to send to us and intend to test the deployment with friends. Admin dashboard is still in progress and almost complete for deployment. Small bugs are being discovered with backend as well as

Discussion:	complete for deployment. Small bugs are being discovered with backend as well as the API and fixing these has been the current challenge. Also in the beginning stages of preparing the complete software package for handoff to clients so that they can continue development with a new team.
Conclusions:	Majority of functionality is complete, main concern is testing now
Action items	
Action item 1:	Continue testing back-end for bugs.
Action item 2:	Finish the Admin dashboard.
Action item 3:	Begin work on updating documentation
Action item 4:	

Feb 27, 2023 Meeting notes				
Date:	Feb 27, 2023			
Time:	12:00 - 12:50 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	1235			
Agenda:	Front-End Development Progress			
	Back-End Development Progress			

Agenda item 1:	Front-End Development Progress
Discussion:	Alex is starting on updating the use case and test case documentation. Settings page is complete and at this point the only work that needs to be done is minor tweaking to the calendar design as well as testing/debugging the application to ensure proper functionality. All features are ready to demo for the client meeting on Monday, and development is on schedule to be done by spring break assuming no other features need to be implemented.
Conclusions:	Most front-end development is complete, current focus is on testing.
Action items	
Action item 1:	Conitnue updating documentation for use cases and test cases.
Action item 2:	Start testing/debugging front end functionality.
Action item 3:	Test front-end functionality with updated back-end to ensure proper operation
Action item 4:	
Agenda item 2:	Back-End Development Progress
	Admin dashboard is almost complete and back-end development is also nearing the testing and debugging stage. Back-end has also been updated and needs to be tested with the current front-end deployment to see if any changes to functionality are

Discussion:	with the current front-end deployment to see if any changes to functionality are needed. Looking to have development done by spring break assuming no other features need to be implemented.
Conclusions:	Most back-end development is complete, current focus is on testing.
Action items	
Action item 1:	Start updating use cases/test cases and other documentation.
Action item 2:	Start testing/debugging back-end/API functionality.
Action item 3:	Complete Admin dashboard implementation.
Action item 4:	Start on deployment

Mar 6, 2023 Meeting notes

Date:	Mar 6, 2023				
Time:	12:00 - 12:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	New Deployment/Updates Demo				
	Feature Suggestions				

Agenda item 1:	New Deployment/Updates Demo
Discussion:	All updates (back-end and front-end) have been deployed on AWS and are almost ready for client demo. Some bugs were discovered right before the meeting that need to be fixed before presentation to clients (they were fixed just in time to demonstrate to clients and the clients have seen the new deployment/updates now). Clients are impressed with the new deployment and features but have some suggestions for features which are discussed in the next agenda point.
Conclusions:	Clients are impressed with updates to the website, but some tweaks are needed.
Action items	
Action item 1:	Test and work on debugging the current deployment over the next week
Action item 2:	Make sure URLs in API module in front-end is up to date.
Action item 3:	
Action item 4:	
Agenda item 2:	Feature Suggestions
	Clients would like an option to delete calendars listed in the filter menu, that will delete the calendar and all associated events with them. Back-end will need to add API calls to allow for this functionality and front-end will need to make this functionality

Discussion:	to allow for this functionality and front-end will need to make this functionality accessible on the main calendar page. Also would like a more user-friendly calendar-color configuration on the setup page after the syllabus upload page (allow user to select from predefined set of colors rather than use a continuous-style color picker).
Conclusions:	Work on features suggested by clients
Action items	
Action item 1:	Work on changing the color picker for the calendar setup page.
Action item 2:	Add delete calendar/syllabus API calls and functionality in back-end
Action item 3:	Add delete calendar/syllabus functionality in front-end.
Action item 4:	

Mar 13, 2023 Meeting notes				
Date:	Mar 13, 2023			
Time:	12:00 - 12:50 PM			
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal
Absentees:	None			
Note taker:	Shawn Fahimi			
Location:	Zoom			
Agenda:	Demo Preparation			

Agenda item 1:	Demo Preparation
Discussion:	Most of the bugs and last minute features have been taken care of and the only thing remaining is to continue testing to ensure full functionality by next week. Demo week is next week and the clients will also be wanting to demo this website next Thursday. We feel right now that the project is ready for this. Next step after code completion is completing the updated documentation in preparation for client hand-off. Other than this, not much work is needed to be done for now over Spring Break. Dark mode would be a nice feature to add if any developers have spare time over the break to do so.
Conclusions:	Website is almost complete, main focus right now is testing.
Action items	
Action item 1:	Continue updating documentation to prepare for client hand-off
Action item 2:	Continue testing the website to weed out any bugs
Action item 3:	See if dark mode can be implemented (not a necessity)
Action item 4:	

Mar 24, 2023 Meeting notes

Date:	Mar 24, 2023				
Time:	12:00 - 12:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Demo Preparation				

Agenda item 1:	Demo Preparation
Discussion:	Dark mode is complete and ready to be integrated in Open Planner if we choose to add it to the current deployment. Demo meeting has been scheduled for clients, developers and Dr. Wei for 1 PM on next Tuesday. Clients have done a demo of the current deployment and sent a list of bugs that they encountered with the program. Thuong has volunteered to address and fix these bugs as they seem to be minor and other developers will be available to help her if necessary. Need to make sure we have use case document for clients to sign off on during the meeting. Once bugs are handled development is likely complete and the next task is to finish updating documentation.
Conclusions:	Development is complete and the website is ready for demo.
Action items	
Action item 1:	Continue updating documentation to prepare for client handoff
Action item 2:	Finish handling bugs found by clients
Action item 3:	Prepare use case document for clients to sign upon successful demo
Action item 4:	

Mar 28, 2023 Meeting notes					
Date:	Mar 28, 2023				
Time:	1:00 - 1:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
	Dr. Wei				
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	Zoom				
Agenda:	Project Demonstration				

Agenda item 1:	Project Demonstration
Discussion:	Entire project and all use cases have been successfully demonstrated to the clients and Dr. Wei. Dr. Wei suggests making some color/theme customizations based on calendar coloring. Dr. Wei suggests that both the clients and developers continue testing the website in order to find any bugs that need to be fixed before client handoff. Dr. Wei also suggests having a "confirm" dialog for when syllabi are deleted in Admin mode. Overall, the clients and Dr. Wei are happy with the demonstration and are satisfied with the implementation of the specified use cases. Hooray! The main focus now is testing and finalizing documentation for client handoff.
Conclusions:	Project has been demonstrated for clients and all use cases have been met.
Action items	
Action item 1:	Continue updating documentation for client handoff in April.
Action item 2:	Continue testing the website to find bugs to fix before client handoff.
Action item 3:	If there is time, add the features that Dr. Wei specified if possible.
Action item 4:	

Apr 03, 2023 Meeting notes					
Date:	Apr 3, 2023				
Time:	12:00 - 12:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	Clients
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1232				
Agenda:	Handoff Preparation				

Agenda item 1:	Handoff Preparation
Discussion:	All bugs pointed out by the clients in the last couple weeks have been addressed and fixed. Dark mode has been presented to the clients and they are happy with the feature. The clients have noted that they would like to replace the clock module on the date/time picker for editing/adding events as they feel it is counter-intuitive. Furthermore, there is a bug with pending syllabi events not showing up on user calendars once they are finished being processed by admins. The clients would also like a way of showing users which syllabi have been sent to admins for processing after syllabus upload upon account creation. Aside from this, there are no other bugs pending addressing and development will hopefully be finished when these bugs are addressed. Documentation is still being updated/finalized and the clients have indicated that they have some information they would like to share for the creation of the poster for the SRS presentation at the end of the month.
Conclusions:	Need to finish addressing bugs and finalizing updated documentation for client handoff.
Action items	
Action item 1:	Continue finalizing documentation, including developer's and user's manual.
Action item 2:	Finish and turn in a rough draft of the poster by April 7th
Action item 3:	Finish fixing the bugs pointed out by the clients.
Action item 4:	

Apr 10, 2023 Meeting notes

Date:	Apr 10, 2023				
Time:	12:00 - 12:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	Zoom				
Agenda:	Handoff Preparation				

Agenda item 1:	Handoff Preparation
Discussion:	Alex has completed the poster for SRS and Dr. Wei is happy with the poster (aside from possibly the font). Thuong is currently working on merging any remaining branches into main to create the final codebase for handoff to the clients. All remaining bugs have been fixed and coding is finally complete for the project. Alex will continue updating documentation and the team will individually review documentation on the weekend so that everything is ready for client handoff. Shawn is working on the static website for the Rio Grande server. We also need to start considering how to divide up topics for each team member for upcoming presentations and come up with scripts.
Conclusions:	Coding is complete, next focus is presentation and client handoff
Action items	
Action item 1:	Continue updating and reviewing documentation for client handoff.
Action item 2:	Finish the static webpage for the Rio Grande page
Action item 3:	Start work on individual scripts for upcoming presentations
Action item 4:	Finish merging code into main branch to prepare for client handoff and deployment

Apr 19, 2023 Meeting notes

Date:	Apr 19, 2023				
Time:	12:00 - 12:50 PM				
Attendees:	Shawn Fahimi	Alex Roa	Thuong Hoang	Tanmay Kejriwal	
Absentees:	None				
Note taker:	Shawn Fahimi				
Location:	1235				
Agenda:	Client Handoff & Presentation Prep				

Agenda item 1:	Client Handoff & Presentation Prep
Discussion:	All documentation and code is complete and available to the clients, and the clients have been notified of this and the handoff is complete. The final update to Open Planner has been deployed. The next focus is getting a presentation plan ready with each member equipped with a "script"/talking points for the presentation. The plan is for each team member to discuss the portion of the project that is relevant to their contribution to the project. Alex is working on presentation slides that we can use for the banquet in May while Shawn will have the static website ready to upload on the Rio Grande webpage by the end of the semester. We also need to figure out how we want to demo the website (either via video or live, although Wei suggests recording a video). The poster has also been successfully uploaded for SRS. We are booked for session 1 (11:45 AM - 1:30 PM) at SRS. Let's finish strong!
Conclusions:	The project is done; next focus for the team is presenting the project.

Action items	
Action item 1:	Finalize presentation plan/slides for SRS and banquet.
Action item 2:	Individual team members should work on their presentation scripts
Action item 3:	Do dry runs of SRS presentation next week
Action item 4:	