

Team 342 Weekly Meeting Minutes

Project Name: Smart Parking System for Campus

Week Number: 3

Meeting Date & Time: 09/02/2025, 5:30 – 8:20 PM

Modality: In-person (at Lab)

Attendees – Luke, Leia, Han, Chewbacca, Padme

Progress Summary (Team-Level)

- Finalized internal role distribution after discussion.
- Created a draft team contract with responsibilities, expectations, and conflict resolution processes.
- Shared a When2Meet poll to schedule first mentor meeting: [When2Meet – Mentor Meeting Availability](#)
- Set up shared documents for requirements gathering and meeting questions:
 - [MS Word Doc – Questions for Mentor Meeting](#)
 - [Team Contract – Draft](#)
- Reviewed project high-level summary provided by the professor and began breaking down potential user stories, acceptance criteria, and use cases.

Individual Contributions

- All: Researched existing campus parking apps.
- Luke (Technical Lead, Full-Stack Developer, UI/UX Designer, Tester): Coordinated meeting, updated milestone tracker, drafted sample user stories in shared Microsoft Word Doc.
- Leia (Database Designer, Back-end Developer, Notetaker, UI/UX Designer, Tester): Took minutes, set up draft team contract, began database schema outline.
- Han (Team Coordinator, Front-end Developer, Notetaker, UI/UX Designer, Tester): Created When2Meet poll, organized shared Box folder for all project documents, took minutes, designed rough wireframes.
- Chewbacca (Team Moderator, Front-end Developer, UI/UX Designer, QA Engineer): Compiled initial set of questions for the mentor meeting with input from all team members, facilitated role assignment discussion.
- Padme (DevOps Engineer, Back-end Developer, UI/UX Designer, Tester): Drafted outline of potential use cases based on project summary, set up GitHub repo structure.

Task Updates and Assignments:

(Includes ongoing tasks, new assignments, and next-week objectives in one place)

Tasks/Deliverables (What)	Assigned Member(s) (Who)	Due dates (When)	Status (New / In-progress / Completed)	Notes/Updates/Decisions/Blockers:
Finalize Team Contract	All	09/08 (extended)	In-Progress	Draft complete, but team requested extra time to review during the 09/06 internal meeting. Updated deadline: 09/08. Draft Contract .

Schedule Mentor Meeting	Han	09/04	In-Progress	Awaiting team votes on When2Meet .
Prepare Mentor Questions	Chewbacca, Luke	09/06	In-Progress	Document started: Questions Doc . Will finalize before meeting.
Initial User Stories Draft	Luke, Leia	09/07	New	Brainstormed stories from summary; will refine after mentor meeting.
Acceptance Criteria Outline	Chewbacca, Han	09/07	New	Linked to user stories ; will confirm with mentor.
GitHub Repository Setup	Padme	09/05	Completed	Repo created with branching rules and README. Will expand with CI pipeline later.

Challenges and Issues (if any)

(List any cross-cutting issues not tied to a single task, e.g., access to client data, scheduling conflicts, tool setup problems.)

Issue	Details	Proposed Solution	Assigned Member(s)
Scheduling with Mentor	Mentor has limited availability this week.	Use When2Meet to find overlap, propose earliest 3 options	Han
Lack of clarity in project summary	High-level summary missing some technical details (e.g., data collection methods, API integrations).	Prepare targeted questions for mentor to clarify with input from all team members	Chewbacca, Luke

Decisions and Next Meeting (and Beyond)

Key Decisions Made:

- Roles assigned so far per [team contract](#) template:
 - Technical Lead / Full-Stack Developer / UI/UX Designer / Tester): Luke
 - Database Designer / Back-end Developer / Notetaker / UI/UX Designer / Tester): Leia
 - Team Coordinator / Front-end Developer / Notetaker / UI/UX Designer / Tester: Han
 - Team Moderator / Front-end Developer / UI/UX Designer / QA Engineer: Chewbacca
 - DevOps Engineer / Back-end Developer / UI/UX Designer / Tester: Padme
- Draft team contract deadline was extended from 09/05 to 09/08 to allow time for discussion during the 09/06 internal meeting.
- Mentor meeting will focus on clarifying requirements, user needs, and technical constraints.

Next Meeting Date & Time: 09/06/2025, 4:00 – 5:00 PM (Internal Team Meeting)

Next Meeting Agenda:

- Review finalized [team contract](#)

- Finalize mentor [meeting questions](#)
- Walk through draft [user stories](#) and [use cases](#)

Longer-Term Goals (beyond next meeting):

- Hold mentor meeting during Week 4 and gather detailed requirements.
- Translate requirements into a refined set of user stories and acceptance criteria and use cases by Week 5.
- Develop first use case diagram for client approval by Week 6.