sdmay20-26: Assurance Recipes
Week 2 Report
September 24 - October 6

Team Members
Matthew Smith — *Meeting Facilitator*
Kevan Patel — *Report Manager*
Garrett Harkness — *Chief Engineer*
Shiwei Wang — *Test Engineer*
Qiwei Li — *Scribe*

Summary of Progress this Report
September 30: We met with our Faculty Advisor Myra Cohen September 30th. During that meeting, We discussed specific project requirements and we needed a tutorial to give users a sense of how the software is being used on the platform, some sort of troubleshooting solution, more like a tutorially shows faculty the project he created in electron, then faculty gives feedback, he needs to let her know how the project works on the platform in more details. Then we discussed what types of platforms we needed and how we could use them. Finally, we discussed Git, how to push the process in a way more suitable for our team, and how to use Trello to record the progress of the project and each milestone.

October 7: We met with our Faculty Advisor Myra Cohen October 7. During that meeting, we discussed second lighting talk content, like technical goals, diagram, milestone. Then, we talked about how to use electron to create a multiple platform. For web site, we decided to use Node.js to as a basic program language.

October 3th: We had talk on Slack, shortly discussed how we should start design document, briefly talked design process and content with reference from the Design thinking assignment.

October 6th: We had group meeting to do send Lighting Talk slides and design document. We were divided into 4 pages about technical goals, diagram, milestone, timeline. Since Matthew was sick, so we decided work on Slack to share decision and suggestion about working.

Pending Issues
None currently now. The only thing we need is a defined structure and architecture of the project so we know what we need to begin working on.

Plans for Upcoming Reporting Period
Hopefully we have a very defined and detailed architecture and technology for our project. We discussed a few different options so we need to just come up with a conclusion on what we want to do and what Myra also needs from us as well so that it will fill her requirements.

Individual Contributions

Team Member	Contribution	Weekly Hours	Total Hours

Matthew Smith	Wrote design document, organize us for each meeting and makes goal for each week and future.Helped lay out the faculty advisor's important talking points.	5	
Kevan Patel	Record voice for second lighting talk. Came to meeting with ideas for technologies to use for the project. Helped lay out the faculty advisor's important talking points.	5	
Garrett Harkness	Helped with Lightning Talk slides. Helped facilitate project requirements and what they all are. Helped lay out the faculty advisor's important talking points.	5	
Shiwei Wang	Wrote the status report as well as facilitated meetings between Myra and the group and our own personal group meetings. Helped with Lightning Talk slides. Helped facilitate ideas to discuss during the meetings. Helped discuss project requirements.	5	
Qiwei Li	Came prepared at meeting to discuss technologies to use. Came up with Electron idea. Had important talking points at meeting. Helped with Lightning Talks slides.	5	

Gitlab Activity Summary
Nothing to report.