Minutes of the  
CEN 4935 Senior Software Engineering Project Meeting  
FGCU, Holmes 402  
January 8, 2016; 8:00-10:45  
Minutes Takers: Thomas Hoelzel, Matthew Sinex, Isaac Gainey

Those Present  
Attendance sheet is available in Dr. Zalewski’s office.

Agenda  
1. Administrative Issues (Dr. Gonzalez and Dr. Zalewski)  
2. Discussion of Syllabus (Dr. Zalewski)  
3. Visitor's Presentation (Mr. Moreno)  
4. Break  
5. Ethical Issues (Dr. Zalewski)  
6. Discussion of Projects & Team Assignments (Dr. Zalewski)  
7. Adjourn – 10:45am

1. Administrative Issues  
Dr. Zalewski began the class meeting by welcoming the students and introducing himself and Dr. Gonzalez as the professors of the course. Dr. Zalewski discussed an administrative quiz (survey) required by the University, that has been placed on Canvas which is due Tuesday, January 8, 2016.

Instructors distributed a lab access form, with guidelines and rules for research at Florida Gulf Coast University. These forms had to be signed and returned by the end of the meeting.

A sign-up sheet was also distributed and its importance was explained. If a student does not sign the sheet he or she is counted as absent for that meeting. A student is only allowed to miss two meetings during the semester. Third absence automatically lowers grade by one level.

The practice of taking minutes of the weekly meetings was explained and assigned for this meeting to Thomas Hoelzel, Matthew Sinex, and Isaac Gainey.
The format of the minutes document was explained and Dr. Zalewski showed where past minutes documents as well as the template for the document are located (http://itech.fgcu.edu/faculty/zalewski/CEN4935/projectActivities.html). Additionally the concept of action items was explained.

**Action Item #1 (Dr. Gonzalez and Dr. Zalewski)**

**Action Items #2 & #3 (ALL)**

**Action Item #4 (Thomas Hoelzel, Matthew Sinex, Isaac Gainey)**

2. **Discussion of the Syllabus**

Dr. Zalewski directed students to the class website:

http://itech.fgcu.edu/faculty/zalewski/CEN4935/CEN4935.html

The syllabus, which is located on the website and on Canvas, was discussed extensively. Subjects of importance from the syllabus include (but are not limited to) the following:

- Minutes of each meeting will be recorded by a student Team and emailed to the Instructor. Next meeting minutes will be recorded by James Palmisano and his team.

**Action Item #5 (James Palmisano & Team)**

- There will be two projects, both team projects, a Software Development Project (mostly, continuation of the CEN 4065 projects) and a Software Maintenance Project (mostly continuation of CNT 4104 projects).

- To ensure the continuity of work, progress monitoring, and control attendance, students will be required to sign up upon arrival to class and sign out before leaving. The sign-up sheet will be circulated in class.

- Class meetings will take place in Holmes 402 for both sections of the class and formal meetings will start at 8:30am, with Instructors available for discussion at 8:00 in offices.

- Students will have to extend the validity of their cards for access to the labs, by signing a form for this purpose (see Action Item #3).

- The syllabus provides references to multiple coding standards that students should make themselves familiar with, on per need basis.

- Date of the Final Exam (April 30) was discussed briefly by Dr. Zalewski, who stated that this being a project class does not have a Final Exam, but since it’s the university requirement to hold 15 class meetings during the semester, the last class meeting
corresponding to the Final Exam, April 30, is usually devoted to project presentations
and/or demos. However, if project teams successfully complete and are ready to
demonstrate the projects, respective meetings can be held earlier, with Instructor’s and
team members’ consent, in lieu of the Final Exam meeting.

3. Visitor's Presentation
   Mr. Carlos Moreno from Xiim Inc. (http://xiim.com) talked about the challenges one has
to tackle when starting a new software development company and looking for talent. He also
answered questions from the attendees, which mostly focused on his experiences as a software
developer and current technologies being used for software development and deployment.

   Dr. Zalewski mentioned a possible project for students which could be done under
supervision of Xiim and Mr. Moreno.

4. Break: 9:45 – 10:00

5. Ethical Issues
   Professional ethics in Computing was briefly discussed. Dr. Zalewski recommended
reading Tracy Kidder’s book “The Soul of a New Machine” and assigned 9 students to read one
selected chapter and report during the next meeting on ethical issues encountered.

   Action Item #6 (Matthew Kress, Jason Ricardo, Michael Scholz, Gerard Kane, Reza
Ansary, Leonardo Garcia, Nathaniel Cook, Daniel Byland, James Palmisano)

6. Project Discussion
   Dr. Zalewski explained extensively the nature of S/W Development and Maintenance
projects for this class. Both projects will continue from the previous semester, if applicable.
Students who do not have a project from the previous semester were given a recommendation for
their topic. Assignments will be confirmed during a week and finalized in next class.

   Action Item #7 (Dr. Zalewski)
   Action Item #8 (Dr. Zalewski, Dr. Gonzalez)

7. The meeting was adjourned at 10:35 to let students talk to Instructors about projects.
<table>
<thead>
<tr>
<th>ID</th>
<th>Action Specifics</th>
<th>Who</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Instructors produce quiz on Canvas as per University requirements.</td>
<td>Dr. Zalewski, Dr. Gonzalez</td>
<td>1/8/16</td>
<td>Closed</td>
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<tr>
<td>2</td>
<td>Each student answers quiz questions on Canvas.</td>
<td>ALL</td>
<td>1/12/16</td>
<td>Closed</td>
</tr>
<tr>
<td>3</td>
<td>Each student signs the Lab Access Key Form</td>
<td>ALL</td>
<td>1/08/16</td>
<td>Open</td>
</tr>
<tr>
<td>4</td>
<td>Minutes submitted to instructors.</td>
<td>Hoelzel, Sinex, Gainey</td>
<td>1/08/16</td>
<td>Closed</td>
</tr>
<tr>
<td>5</td>
<td>Minutes next week to be taken by James Palmisano &amp; his team.</td>
<td>James Palmisano</td>
<td>1/15/16</td>
<td>Open</td>
</tr>
<tr>
<td>6</td>
<td>Read excerpts from “The Soul of a New Machine” and report in the next class.</td>
<td>Kress, Ricardo, Scholz, Kane, Ansary, Garcia, Cook, Byland, Palmisano.</td>
<td>1/15/16</td>
<td>Open</td>
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<td>7</td>
<td>Assign maintenance project topics.</td>
<td>Dr. Zalewski</td>
<td>1/15/16</td>
<td>Open</td>
</tr>
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<td>8</td>
<td>Instructors confirm team composition &amp; topics for development projects.</td>
<td>Dr. Zalewski, Dr. Gonzalez</td>
<td>1/15/16</td>
<td>Open</td>
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