In attendance: All 4 team members, Vallino, Cissi

Meeting outcomes and action items at the bottom

* Cissi: A big challenge is how to visualize linguistic data in interesting new ways, hasn’t really been done yet even at major conferences
* Cissi has to make daycare pickups by 6pm on weekdays, would really prefer to have meetings earlier in the day if possible (investigate schedule possibilities)
  + Reschedule sponsor meetings for 4pm-5pm on Thursdays
  + Team will still hold regular meetings without sponsor on Tuesdays at 5pm
* Cissi: Previous project summary:
  + Project organization was well structured, has good descriptions of limitations
  + Issues with Eclipse (the version they chose)
    - Maybe we might want to try a different version of Eclipse (Eclipse RCP version?) or do something different altogether
  + One goal was to take advantage of existing libraries and toolkits and integrate them into an open source utility, handling the legal implications. Team made headway there
  + “Didn’t get a lot of functionality there”
    - It was “quite basic text processing” stuff
      * Tokenization (word and sentence tokenization)
      * Annotation
      * Some tweet stuff
  + User Testing
    - Had planned to run user tests in computer lab (used Apple Computers) but ran into issues running the program there
    - Did some demos/sit down walkthroughs with programs
    - Still “a tremendous amount of stuff to be done”
    - The user testing part wasn’t taken as far as the team wanted to go
* Vallino: The documentation left over should be a good start and hopefully make it easier to pick up
* Last year’s team:
  + Team coach from last year was Kuehl
    - Should know about the issues with Eclipse RCP
  + See how their documentation was structured - they did a good job there
  + The team blog was an informal way to give updates
  + Had a few features
    - Tweet feature had some issues, needed some limitations set
    - Annotation, XML parsing, a few other features
  + Tried to focus on social media data for classroom usage
    - Ran into some issues with the text processing and cleanup required
    - Twitter, Facebook, Reddit?
      * Investigate legal issues with data scraping those
  + Were a little too confident about how difficult the things they wanted to try would be
  + Had a slow start and got more productive in the spring
    - Put a lot of effort into designing the interface early on
      * Basic versus advanced users, wizards
      * Was a good, interesting approach to the user experience
* Cissi’s expectations:
  + Main:
    - Usability testing on the features we try for
      * Cissi would like to do some this fall, preferably between the mid-term and the final.
    - Tackle the visualization challenge
    - **Add functionality for more NLP analysis operations**
      * Information extraction
      * Measuring document similarity
      * Metrics, tests on texts
      * Parsing
      * Topic Modeling
      * Multi-modal data
        + Geotagged Tweets
        + Language with images, sounds, sensor data
  + Expand the user manual
    - Open source license documentation
  + Usability evaluation report
  + Materials to train people on using the tool
    - Video?
* This year options:
  + Team could be added as guests to classes for immersion to the stuff being studied
    - Lots of jargon/terms, components to break down and understand
    - ENGL-310-01 Intro to Language Science
    - ENGL-481-01 Intro to Natural Language Processing
    - ENGL-582-01 Advanced topics in Computational Linguistics
* Team-sponsor communication
  + Designated liaison
    - Dan will communicate directly with Cissi
  + Communication preferences
    - At least 24 hours in advance for best results
    - Emails get answered during business hours
    - Project Blog
      * More informal, allow you to reflect on the process
* **Meeting Outcomes:**
  + Meeting times
    - Team will meet every Tuesday at 5pm without the sponsor
    - Team will meet with sponsor every Thursday at 4pm beginning 9/11
    - This Thursday’s meeting (9/4) will be without the sponsor, at the originally scheduled time of 5pm
  + Communication
    - Dan will be the direct sponsor liaison
    - Email communication will be the primary system, at least 24 hours in advance and during business hours in general
    - Team will set up an informal project blog to comment on progress
  + Project Expectations
    - Main expectations
      * Add more functionality for NLP analysis operations
      * Tackle the visualization challenge
      * Usability testing on the features we do implement
    - Secondary expectations
      * Expanding the user manual
        + Open source documentation
      * Usability evaluation report
      * Materials to train users on the product
* **Action Items (by next Thursday, 9/11):**
  + Check with Keuhl about the Eclipse version issue
  + Explore some of the different areas of functionality that could be implemented and try to prioritize them
  + Think about metrics for how to track project performance
  + Formally define an incremental process