



Criteria fulfilment

We at KentSoft believe that we have fulfilled the necessary criteria for stage 3 of this project. The one issue we faced is that when beginning development on the UI, we found out that the system on the IDE that we had decided to use, IntelliJ, was not as proficient as we would have liked so decided to switch to using Eclipse.

In terms of deliverables, we have again uploaded and submitted them in the correct format that was requested, which in this case was PDF for the documents, the Papyrus project and the Java source code.

We have also continued to create weekly meeting documents to carry on taking note of any discussion points raised in that meeting, as well as the tasks table which logs all the tasks that have been set up to that day, allowing us to constantly track our progress along the way.

We also decided to migrate on a new GANTT chart platform. Instead of using Excel, we are now using a different software which allows us to have cleaner looking graphs so that the reader can better understand what is happening in the chart. Our previous chart was not easy to read and made it hard to make out what was happening in the chart. It's also easier to maintain and add new tasks as the weeks go by which will increase our efficiency.

We updated the Weekly Meeting Excel Charts for Stage 4. We have noticed that we are meeting more than the set weekly meeting frequency and the duration as well. To keep motivation high and to help us stick to our goals better, we have decided to increase each of the default metrics. The problem we faced with our Weekly Meeting Excel Charts was that the targets were really low which meant that we were not motivated to meet more or increase meeting duration. We started to ignore the targets and just go by what is required to be done. This made the charts redundant so we decided to take action.

The increase in meeting frequency was calculated by calculating the average times we met every week and then choosing that number as the new default meeting frequency number. Our weekly meeting frequency has increased from 2 to 3.

The increase in meeting duration was calculated by calculating the average meeting duration each week and then setting that as the new number. The average meeting duration each week has now increased from 3 to 7.5.

We have now implemented peer reviewing which only requires 2 members to be present at a time instead of doing circle reviewing which demands all members to be present at the same time. We found out that we were being inefficient and creating potential bottlenecks

by having circle reviewing as if one member was absent, we would not be able to do any reviewing.

Links to documents:

- [Stage 2 Criteria](#)
- [Code of conduct](#)
- [Code Review](#)
- [Quality Assurance](#)
- [Project management](#)
- [Developer guidelines](#)
- [Word-style guidelines](#)
- [Software testing plan](#)
- [Project Review document](#)
- [Meeting document template](#)
- [Meeting tracking graph](#)
- [Issues](#)
- [Weekly meeting document](#) (*latest – week 17.3*)