Meeting Document: 1 

Name of company: KentSoft

Meeting location: CSPC1 - 1 Hour

Meeting date: 21/01/20

Attendance: Adil, Rahul, Samuel, Tsotne

Extra info: Tstotne was 5 minutes late to meeting due to late bus.

**Agenda:**

* Have a look at stage 2 assignment document and read brief
* Discuss what additional tools we will be using throughout the project

**Discussion points:**

* Class supervisor gave some tips on what to do to be successful throughout this project.
* Key thing to be taken from that was to make sure everything is documented, including screenshots from messages, what’s been spoken about during meetings etc.
* Spoke about what sort of programs we should use to keep track of projects / collaborate (Google docs? Gitlab?)
* Spoke about when everyone is free to meetup going forward between our timetables
* Agreed on having 1 weekly meeting on Wednesday evenings and possibly another one if we need to on Thursday 6pm or Friday 3-5pm as an emergency slot
* Spoke about creating a group chat to communicate out of hours and what platform would be best – decided to go for iMessage due to every group member having an apple device.

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| **Tasks to be completed** | **Who** | **Date Set** | **Due** |
| Set up google doc page of meeting template | RPP | 21/01/20 | Before next meeting |
| Set up Gitlab | TG | 21/01/20 | Before next meeting |
| Create chart of meeting hours | AAJ SL | 21/01/20 | End of meeting |
| Create company name | RPP, TG, AAJ, SL | 21/01/20 | Next meeting |
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