Meeting Document: 4 

**Name of company:** KentSoft

**Meeting location:** Templeman Library, 2nd floor – Group study room 2

**Meeting date:** 29/01/20

**Attendance**: Rahul & Tsotne

**Extra info:** Samuel & Adil were late by 15 mins

**Agenda:**

* Make progress on documents to be handed in
* Re-assign documents to each person to work on
* Push files to gitlab

**Discussion points:**

* Talked about regrouping every 20 mins to talk about progress
* Talk

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| **Tasks to be completed** | **Who** | **Date Set** | **Date Due** | **Completed** |
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