Meeting Document: 4 

**Name of company:** KentSoft

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

**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 and ensure everyone’s errors have been fixed

**Discussion points:**

* Talked about regrouping every 20 mins to talk about progress
* Managed to fix everyone’s git errors by requesting a SSH key for us all individually
* Everyone began working on their assigned document
* Created our own branches on git so that we can push as we make progress on our work
* Decided to not use google docs as we managed to incorporate the use of Gitlab branches
* Once we all complete our assigned task, we will merge our work onto the master branch and then carry out the reviews

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| **Tasks to be completed** | **Who** | **Date Set** | **Date Due** | **Completed** |
| Word style document | SL |  |  |  |
| Review document | AJ |  |  |  |
| Code Style | T |  |  |  |
| Software test plan | Rpp |  |  |  |
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