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
* Created a Git cheat sheet with all the commands we need to push and pull work from the GitLab space
* Pushed this document to the master branch to allow it to be accessible

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks to be completed** | **Who** | **Date Set** | **Due** | **Completed** |
| Set up google doc page of meeting template | RPP | 21/01/20 | 23/01/20 | Y |
| Set up Gitlab | TG | 21/01/20 | 23/01/20 | Y |
| Create chart of meeting hours | AAJ SL | 21/01/20 | 23/01/20 | Y |
| Create company name | RPP, TG, AAJ, SL | 21/01/20 | 21/01/20 | Y |
| Create company Logo | RPP | 23/01/20 | Before next meeting | Y |
| Book room for next meeting | AAJ | 28/01/20 | 28/01/20 | Y |
| **Word style document** | **SL** | **29/01/20** | **29/01/20** | **Y** |
| **Review document** | **AAJ** | **29/01/20** | **31/01/20** | **N** |
| **Code Style** | **TG** | **29/01/20** | **31/01/20** | **N** |
| **Software test plan** | **RPP** | **29/01/20** | **29/01/20** | **50% - need to fill out with tests** |