Meeting Document: 5 

**Name of company:** KentSoft

**Meeting location:** Templeman Library, 1st floor computer room

**Meeting date:** 30/01/20

**Attendance**: Rahul & Adil

**Extra info:** Samuel & Tsotne were late by 10 mins

**Agenda:**

* Review UML diagram and use cases descriptions
* Email Miles regarding issues with stories / cases
* Review documents produced by everyone

**Discussion points:**

* Had a look at UML diagram and descriptions to ensure everything matched up
* Spotted a few inconsistencies with regards to the diagram and the requirements document provided by Yuconz
* Took note of these and emailed Miles to gather clarification of the queries
* Had a look at the documents everyone has been working on
* Adil and Rahul used google docs to peer work on the project management document
* Discuss final document that needs to be produced which is the QA document and talk about what needs to be included in that

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | AJ | 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 |
| **Check UML diagrams against use case descriptions** | **TG, RPP, AAJ** | **30/01/20** | **30/01/20** | **Y** |
| **Email Miles regarding queries** | **TG** | **30/01/20** | **30/01/20** | **Y** |
| **Project management document** | **AAJ, RPP** | **30/01/20** | **31/01/20** | **N** |
| **QA document** |  | **30/01/20** | **1/01/20** | **N** |