Meeting Document: 5 

**Name of company:** KentSoft

**Meeting location:** Templeman Library, 2st floor Group study booth

**Meeting date:** 31/01/20

**Attendance**: Adil, Tsotne and Samuel

**Extra info:** Rahul was absent due to illness, however working from home remotely

**Agenda:**

* Look at software plan table to fill in
* Work on Use-case diagrams

**Discussion points:**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |
| QA document |  | 30/01/20 | 1/01/20 |  |
| **Re-email Miles due to not including feedback in email by mistake** | **TG** | **31/01/20** | **31/01/20** | **Y** |
| **Update chart with meeting hours** | **AAJ** | **31/01/20** | **31/01/20** | **Y** |
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