Meeting Document: 5 

Name of company: KentSoft

Meeting location: Templeman Library, 2nd 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:**

* Continue making progress and finishing the documents that need to be handed in
* Make progress on UML
* Push updates to GitLab master branch
* Admin across all documents to check everything and consistency follows our style document guidelines

**Discussion points:**

* Fixed an issue on GitLab where one person’s branch was not working correctly, we encountered while trying to push the branch
* Finished several documents that needed to be handed in
* Decided to reorganise Trello board as we felt it comprised our work due to being quite hectic
* At the end of the meeting, we decided to call an emergency meeting on the 2/02/2020.

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| --- | --- | --- | --- | --- |
| **Tasks to be completed** | **Who** | **Date Set** | **Due** | **Completed** |
| Set up Microsoft Word Document\* of meeting template  \*Changed this from Google Doc as we are now using a Microsoft Word Document. | 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 | **Y** |
| Code Style | TG | 29/01/20 | 31/01/20 | **Y** |
| Software test plan | RPP, AAJ, TG, SL | 29/01/20 | 29/01/20 | 50% - need to fill out with tests.  **All members will focus on this at the end of this meeting to complete it** |
| 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 | **Y** |
| QA document | SL, RPP | 30/01/20 | 1/01/20 | **50% - expanding on key points** |
| **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** |
| **Reorganise Trello** | **AAJ** | **31/01/20** | **31/01/20** | **Y** |
| **Criteria Document** | **AAJ, TG, RPP, SL** | **31/01/20** | **2/01/20** | **N - will start this at the end of this meeting** |
| **Go through documents to ensure font and sizing conforms to guidelines** | **AAJ, TG, RPP, SL** | **31/01/20** | **2/01/20** | **N** |
| **Start Developing the model in UML from revises use cases / descriptions and from Miles responses** | **AAJ, TG, RPP, SL** | **31/01/20** | **2/01/20** | **N** |