Meeting Document: 6 

Name of company: KentSoft

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

Meeting date: 2/02/20

Attendance: Adil, Tsotne and Samuel

Extra info: Rahul was working from home remotely via skype

**Agenda:**

* Emergency meeting to finalise work submission
* Finalise UML diagrams on papyrus
* Upload Moodle submission

**Discussion points:**

* Spotted a change that needs to be made in the given UML diagram
* Completed Yuconz Papyrus project ready to upload to Moodle

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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 | Y |
| 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 | RPP | 31/01/20 | 2/01/20 | Y |
| Go through documents to ensure font and sizing conforms to guidelines | RPP | 31/01/20 | 2/01/20 | Y |
| Start Developing the model in UML from revises use cases / descriptions and from Miles responses | RPP, AAJ | 31/01/20 | 2/01/20 | Y |