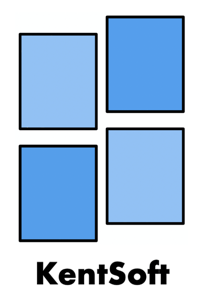
Meeting document: 3   
 

Name of company: KentSoft

Meeting location:

Meeting date: 28/01/20

Attendance: Adil, Rahul, Samuel, Tsotne

Extra info: Tsotne absent

**Agenda:**

* Create templates for each document to be uploaded
* Upload to Google docs for people to work on them live?
* Book library room for Wednesdays meeting

**Discussion points:**

* Adil & Sam’s GitLab is causing issues so trying to get that sorted
* Discussed what times to book room for at tomorrows meetings
* Whether its useful to implement google docs into our project to allow for each person to work on the files simultaneously – removes the clone issue with pushed GitLab documents.
* Spoke to supervisor to ensure we had the right idea about the documents that we needed to produce and upload for the submission – turns out we were slightly wrong, so was good to get the clarification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |

**To-do list for stage 2:**

* QA DOCUMENT
* Management document = planning, meetings, communication methods, how will discussions be documented
* Coding style document
* Word style document – font, size, layout, etc.
* Review document – circle review (review peers)
* Version control documents – Screenshots of logs etc
* Software tests templates – table with test/expected outcome/result/how to fix/did it meet expected outcome
* Weekly meeting documents
* Hyperlink them all into one document
* Criteria document – did we hit all the targets? Short description to all the documents weve produced -- No longer than A4 side -- This is essentially the index page which will hyperlink to all documents