Meeting Document: 8 

Name of company: KentSoft

Meeting location: Cornwallis building CSPC1

Meeting date: 2/02/20

Attendance: Rahul

Extra info: Rest of the group members were absent

**Agenda:**

* Stage 3 has been released – read over it and understand what this stage of the project involves & look at the deliverables due
* Review the given UML and see if we will be using our own or the provided ones
* If we go with provided UML, is there any changes we would like to make?
* Fill out meeting documents

**Discussion points:**

* Organise our git space – separate space into folders (stage2/stage3/stage4etc)
* Can’t assign tasks in today’s meeting due to all members of KentSoft not being present – I will assign my tasks and the rest can do this during the next meeting.

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| --- | --- | --- | --- | --- |
| **Tasks to be completed** | **Who** | **Date Set** | **Due** | **Completed** |
| **Review provided UML** | **RPP,TGG,AAJ,SL** | **04/02/2020** | **10/02/2020** | **N** |
| **Fill out this weekly meeting document** | **RPP** | **04/02/2020** | **4/02/2020** | **Y** |
| **Clear Trello board to make ready for stage3** | **RPP** | **04/02/2020** | **4/02/2020** | **Y** |