Meeting Document: 10 

Name of company: KentSoft

Meeting location: Templeman Library, 1st floor Group study booth

Meeting date: 10/02/20

Attendance: Adil, Rahul and Samuel

Extra info: Tsotne was absent again

**Agenda:**

* Create submission folder placeholders to make the uploading sequence as efficient as possible
* Ensure Papyrus models are up to date so that programming can commence
* Still need to update Git Bash branches
* Migrate to a new GANTT chart design for easier readability

**Discussion points:**

* Branches could not be cleared as Tsotne was absent again
* We discussed that our current GANTT chart was not easy to read so we are adopting a new design
* Trello board updated
* One thing to note is that we have not been able to work on Gitlab as the master branch has not been updated and pulled on our personal machines. Tsotne is responsible for this, however as he has been absent, we have been working on our local workspace and will push once it has been sorted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks to be completed** | **Who** | **Date Set** | **Due** | **Completed** |
| Review provided UML | RPP,TGG,AAJ,SL | 04/02/2020 | 10/02/2020 | Y |
| 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 |
| Make new workspace for Gitlab and delete old branches | TG | 6/02/20 | 9/02/20 | N – **TG was absent** |
| Read over Stage 3 requirements in own time to be ready for next meeting | AAJ, RPP, TG, SL | 6/02/20 | 9/02/20 | Y |
| **Migrate GANTT chart** | **AAJ** | **10/02/20** | **10/02/20** | **Y** |
| **Update Trello Board** | **SL** | **10/02/20** | **10/02/20** | **Y** |