Meeting Document: 13 

Name of company: KentSoft

Meeting location: Cornwallis building CSPC1

Meeting date: 25/02/20

Attendance: Adil, Rahul, Samuel and Tsotne

Extra info: N/A

**Agenda:**

* Create new Trello board for stage 4
* Make sure all members read the brief
* Check if feedback for stage 3 has been received
* Discuss any issues that the team may have
* Ensure everyone is on the same page

**Discussion points:**

* Feedback had not been received as of yet therefore we were unable to reflect upon our stage 3 submission
* All members read and understood the stage 4 brief and requirements
* No team member had any issues
* Discussed whether the tools we used so far were good and if we should continue to use them going forward

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks to be completed** | **Who** | **Date Set** | **Due** | **Completed** |
| **Create Trello board** | **SL, RP, TG, AAJ** | **25/02/20** | **25/02/20** | **Y** |
| **Fill out weekly document** | **SL, RP, TG, AAJ** | **25/02/20** | **25/02/20** | **Y** |
| **Create stage 4 folder on GitLab** | **SL, RP, TG, AAJ** | **25/02/20** | **25/02/20** | **Y – created but not yet pushed** |
| **Read brief** | **SL, RP, TG, AAJ** | **25/02/20** | **25/02/20** | **Y** |