Meeting Document: 15 

Name of company: KentSoft

Meeting location: Templeman Library – Group study room 2

Meeting date: 29/02/20

Attendance: Adil, Rahul and Samuel

Extra info: Tsotne was ill but worked remotely from home while in a conference call

**Agenda:**

* Fix GANTT chart
* Finalise UML class diagram
* Continue coding Personal Records
* Create documents for stage 4

**Discussion points:**

* Adjusted time intervals in GANTT chart
* Finalised class diagram
* Updated inheritance in code
* Fixing bugs e.g. login button, etc
* Created documents and made changes to stage 3 documents to implement updated requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| Populate Trello board | TG, AAJ, SL, RP | 28/02/20 | 29/02/20 | **Y** |
| Create/Update UML diagram | RP, SL | 28/02/20 | 29/02/20 | **Y** |
| Review GANTT chart scaling from feedback | AAJ | 28/02/20 | 28/02/20 | Y |
| **Update GANTT chart scaling** | **AAJ, RP, SL** | **29/02/20** | **29/02/20** | **Y** |
| **Update previous documents with new changes** | **AAJ, RP, SL** | **29/02/20** | **01/03/20** | **Y** |
| **Debugging** | **TG** | **29/02/20** | **01/03/20** | **N- made a start** |
| **Start coding Personal Records** | **TG, AAJ, RP, SL** | **29/02/20** | **01/03/20** | **N** |