Meeting Document 16 

Name of company: KentSoft

Meeting location: Templeman Library – Group study room 4

Meeting date: 01/02/20

Attendance: Adil, Rahul, Tsotne and Samuel

Extra info: N/A

**Agenda:**

* ­­­Finalise submission so it’s ready to upload
* Review all documents and code to ensure its complete to KentSoft’s high standard
* Discuss progress with team to ensure everyone is ready for the final leg
* Update issue document
* Create criteria document
* Upload submission

**Discussion points:**

* Re-read stage 4 requirements to check deliverables and the format required for the upload
* Went through checklist to ensure all tasks were completed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | **Y** |
| Start coding Personal Records | TG, AAJ, RP, SL | 29/02/20 | 01/03/20 | **Y** |
| **Create Criteria document** | **TG, AAJ, RP, SL** | **01/03/20** | **01/03/20** | **Y** |
| **Update Issues document** | **TG, AAJ, RP, SL** | **01/03/20** | **01/03/20** | **Y** |
| **Finish software test planning document – white box testing** | **TG, AAJ, RP, SL** | **01/03/20** | **01/03/20** | **Y** |
| **Finish coding Personal Records** | **TG, AAJ, RP, SL** | **01/03/20** | **01/03/20** | **Y** |
| **JUnit testing – export in readable format** | **TG, AAJ, RP, SL** | **01/03/20** | **01/03/20** | **Y** |
| **Prepare deliverables for submission and upload** | **TG, AAJ, RP, SL** | **01/03/20** | **01/03/20** | **Y** |