Meeting Document: 9 

Name of company: KentSoft

Meeting location: Templeman Library, 2nd floor Group study booth

Meeting date: 6/02/20

Attendance: Adil, Rahul, Tsotne and Samuel

Extra info: All members were present

**Agenda:**

* Read over the brief of Stage 3 and get familiar with requirements
* Assign general responsibilities to group members for the upcoming meetings
* Discuss the availability of members over the course of the weeks to plan a rough meeting schedule
* Update Gitlab and other tracking documents to get ready for Stage 3.

**Discussion points:**

* Members who were present understood the requirements of Stage 3.
* Made a start on cleaning Gitlab (deleting old branches and creating workspace for Stage 3) and creating a new Trello board.
* We planned to meet 1 day before our seminar on the 10/02/20 from 12pm – 3pm
* As all members were present, we could record that everyone was available on set date and time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
| **Read over Stage 3 requirements in own time to be ready for next meeting** | **AAJ, RPP, TG, SL** | **6/02/20** | **9/02/20** | **All members present already understand but will read again to be make sure they read all the details** |