



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
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