



Meeting document: 3

Name of company: KentSoft

Meeting location:

Meeting date: 28/01/20

Attendance: Adil, Rahul, Samuel, Tsotne

Extra info: Tsotne absent

Agenda:

- Create templates for each document to be uploaded
- Upload to Google docs for people to work on them live?
- Book library room for Wednesdays meeting

Discussion points:

- Adil & Sam's GitLab is causing issues so trying to get that sorted
- Discussed what times to book room for at tomorrows meetings
- Whether its useful to implement google docs into our project to allow for each person to work on the files simultaneously – removes the clone issue with pushed GitLab documents.
- Spoke to supervisor to ensure we had the right idea about the documents that we needed to produce and upload for the submission – turns out we were slightly wrong, so was good to get the clarification.

Tasks to be completed	Who	Date Set	Due	Completed
Set up google doc page of meeting template	RPP	21/01/20	23/01/20	Y
Set up Gitlab	TG	21/01/20	23/01/20	Y
Create chart of meeting hours	AAJ SL	21/01/20	23/01/20	Y
Create company name	RPP, TG, AAJ, SL	21/01/20	21/01/20	Y
Create company Logo	RPP	23/01/20	Before next meeting	Y

Book room for next meeting	AAJ	28/01/20	28/01/20	Y
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To-do list for stage 2:

- QA DOCUMENT
- Management document = planning, meetings, communication methods, how will discussions be documented
- Coding style document
- Word style document – font, size, layout, etc.
- Review document – circle review (review peers)
- Version control documents – Screenshots of logs etc
- Software tests templates – table with test/expected outcome/result/how to fix/did it meet expected outcome
- Weekly meeting documents
- Hyperlink them all into one document
- Criteria document – did we hit all the targets? Short description to all the documents weve produced -- No longer than A4 side -- This is essentially the index page which will hyperlink to all documents