



Meeting Document: 4

Name of company: KentSoft

Meeting location: Templeman Library, 2nd floor – Group study room 2 – 2 hours

Meeting date: 29/01/20

Attendance: Rahul & Tsotne

Extra info: Samuel & Adil were late by 15 mins

Agenda:

- Make progress on documents to be handed in
- Re-assign documents to each person to work on
- Push files to GitLab and ensure everyone's errors have been fixed

Discussion points:

- Talked about regrouping every 20 mins to talk about progress
- Managed to fix everyone's git errors by requesting a SSH key for us all individually
- Everyone began working on their assigned document
- Created our own branches on git so that we can push as we make progress on our work
- Decided to not use google docs as we managed to incorporate the use of Gitlab branches
- Once we all complete our assigned task, we will merge our work onto the master branch and then carry out the reviews
- Created a Git cheat sheet with all the commands we need to push and pull work from the GitLab space
- Pushed this document to the master branch to allow it to be accessible

| 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 |
| Word style document | SL | 29/01/20 | 29/01/20 | Y |
| Review document | AAJ | 29/01/20 | 31/01/20 | N |
| Code Style | TG | 29/01/20 | 31/01/20 | N |
| Software test plan | RPP | 29/01/20 | 29/01/20 | 50% - need to fill out with tests |