



Meeting Document 18

Name of company: KentSoft

Meeting location: Remote conference call via Discord

Meeting date: 17/03/2020

Attendance: Rahul, Tsotne, Samuel, AJ

Extra info: N/A

Agenda:

- Look at deliverables and begin working on them
- Continue working on web page – finalise the menu layout
- Being populating web page
- Begin working on user manual document
- Create document regarding COVID-19 update and how it's impacting our workflow
- Start thinking about Pipeline implementation for Git Repository
- We have to catch up on Stage 4 and clear the backlog

Discussion points:

- We decided that going forward we would work remotely via discord due to the corona virus becoming more severe. We have created a document to explain this further, and how our workflow has changed in light of this.
- A lot of time was spent discussing the layout of the dropdown menu on the html page. We decided that multiple pages would be needed for each document, which will allow us to have the download links to each document. Noted that it may be worth clarifying if this is okay, as the stage 5 requirement sheet only asks for 1 html page.
- We have decided to add milestones in Gitlab so that we know what files are associated with what Stage. This will help track our work.
- Start to use features like Issues which are built in on Gitlab so that we can code review and collaborate to find solutions to these issues.

| Tasks to be completed | Who | Date Set | Due | Completed |
|---|-------------|----------|----------|-----------|
| Clear backlog of tasks / issues from previous stage to get everything ready for stage 5 | RPP, SL, TG | 10/03/20 | 03/04/20 | N |

| | | | | |
|--|------------------------|-----------------|-----------------|----------|
| Create HTML page template with CSS styling | TG | 10/03/20 | 10/03/20 | Y |
| Create drafts for Menu and documents | SL, RP | 10/03/20 | 10/03/20 | Y |
| Finalise web page drop down menu layout in the plan | SL, RP, AAJ, TG | 17/03/20 | 17/03/20 | Y |
| Implement the plan into the HTML page | SL, AAJ | 17/03/20 | 17/03/20 | Y |
| Create COVID-19 statement document | RPP | 17/03/20 | 17/03/20 | Y |
| Create User manual document | RPP | 17/03/20 | 17/03/20 | Y |
| Pipeline Implementation for Git repository | TG | 17/03/20 | 03/04/20 | N |
| Add Junit Testing and Make it readable | AJ, TG | 17/03/20 | 03/04/20 | N |