Meeting Document: 10

Name of company: KentSoft
Meeting location: Templeman Library, 1st floor Group study booth
Meeting date: 10/02/20
Attendance: Adil, Tsotne, Rahul and Samuel
Extra info: Tsotne was 30 minutes late

Agenda:

- Create submission folder placeholders to make the uploading sequence as efficient as possible
- Ensure Papyrus models are up to date so that programming can commence
- Migrate to a new GANTT chart design for easier readability
- Update Gitlab branches and get workspace ready for Stage 3
- Check out Stage 2 feedback and implement it

Discussion points:

- We discussed that our current GANTT chart was not easy to read so we are adopting a new design
- Trello board updated
- One thing to note is that we have not been able to work on Gitlab as the master branch has not been updated and pulled on our personal machines. Tsotne is responsible for this, however, he hasn't completed that task yet so we have been working on our local workspace and will push once it has been sorted
- After Tsotne arrived 30 minutes in the meeting, we resolved our Gitlab issues. We deleted old branches and updated the master branch with all of our work
- We have started to implement feedback for Stage 2

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	**Y**
Read over Stage 3 requirements in own time to be ready for next meeting	AAJ, RPP, TG, SL	6/02/20	9/02/20	Y
Migrate GANTT chart	**AAJ**	**10/02/20**	**10/02/20**	**Y**
Update Trello Board	**SL**	**10/02/20**	**10/02/20**	**Y**
Implement Stage 2 feedback	**AAJ, RPP, TG, SL**	**10/02/20**	**16/03/20**	**N**