



Meeting Document: 8

Name of company: KentSoft

Meeting location: Cornwallis building CSPC1

Meeting date: 4/02/20

Attendance: Rahul

Extra info: Rest of the group members were absent

Agenda:

- Stage 3 has been released – read over it and understand what this stage of the project involves & look at the deliverables due
- Review the given UML and see if we will be using our own or the provided ones
- If we go with provided UML, is there any changes we would like to make?
- Fill out meeting documents

Discussion points:

- Organise our git space – separate space into folders (stage2/stage3/stage4etc)
- Can't assign tasks in today's meeting due to all members of KentSoft not being present – I will assign my tasks and the rest can do this during the next meeting.

Tasks to be completed	Who	Date Set	Due	Completed
Review provided UML	RPP,TGG,AAJ,SL	04/02/2020	10/02/2020	N
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