Meeting Document 16

Name of company: KentSoft
Meeting location: Templeman Library – Group study room 4
Meeting date: 01/02/20
Attendance: Adil, Rahul, Tsotne and Samuel
Extra info: N/A

Agenda:

- Finalise submission so it's ready to upload
- Review all documents and code to ensure its complete to KentSoft's high standard
- Discuss progress with team to ensure everyone is ready for the final leg
- Update issue document
- Create criteria document
- Upload submission

Discussion points:

- Re-read stage 4 requirements to check deliverables and the format required for the upload
- Went through checklist to ensure all tasks were completed

Tasks to be completed	Who	Date Set	Due	Completed
Create Trello board	SL, RP, TG, AAJ	25/02/20	25/02/20	Y
Fill out weekly document	SL, RP, TG, AAJ	25/02/20	25/02/20	Y
Create stage 4 folder on GitLab	SL, RP, TG, AAJ	25/02/20	25/02/20	Y – created but not yet pushed
Read brief	SL, RP, TG, AAJ	25/02/20	25/02/20	Y
Populate Trello board	TG, AAJ, SL, RP	28/02/20	29/02/20	Y
Create/Update UML diagram	RP, SL	28/02/20	29/02/20	Y
Review GANTT chart scaling from feedback	AAJ	28/02/20	28/02/20	Y
Update GANTT chart scaling	AAJ, RP, SL	29/02/20	29/02/20	Y

Update previous documents with new changes	AAJ, RP, SL	29/02/20	01/03/20	Y
Debugging	TG	29/02/20	01/03/20	**Y**
Start coding Personal Records	TG, AAJ, RP, SL	29/02/20	01/03/20	**Y**
Create Criteria document	**TG, AAJ, RP, SL**	**01/03/20**	**01/03/20**	**Y**
Update Issues document	**TG, AAJ, RP, SL**	**01/03/20**	**01/03/20**	**Y**
Finish software test planning document – white box testing	**TG, AAJ, RP, SL**	**01/03/20**	**01/03/20**	**Y**
Finish coding Personal Records	**TG, AAJ, RP, SL**	**01/03/20**	**01/03/20**	**Y**
JUnit testing – export in readable format	**TG, AAJ, RP, SL**	**01/03/20**	**01/03/20**	**Y**
Prepare deliverables for submission and upload	**TG, AAJ, RP, SL**	**01/03/20**	**01/03/20**	**Y**