



# Meeting Document 17

Name of company: KentSoft

Meeting location: Templeman Library – Open group study area

Meeting date: 09/03/2020

Attendance: Rahul, Tsotne and Samuel

Extra info: AJ has gone on holiday

## Agenda:

- Clear backlog of tasks from previous stage and ensure everything is ready for stage 5
- Have a quick stand-up task going around the group as a chance for everyone to offer some feedback on the previous stage
- Work on HTML page layout
- Create drafts for menu pane and its contents for the html doc

## Discussion points:

- An example of the backlogs of tasks from the previous stage is to fix and debug any errors that were present in the java code, so that we have a clean error free program to continue developing.
- Concluding from the stand-up meeting, we as a team all shared similar feedback in the fact that the previous stage work felt rushed due to leaving it further down the line before we began. In light of this, for this final stage we have all tried to balance our other commitments such as assignments / revision etc better so that we can have meetings and begin work on this stage earlier on in the timeline. Hopefully, this will mean that not only the quality of work is better, but we will also be able to work more efficiently.

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