# Meeting Document: 13

Name of company: KentSoft
Meeting location: Cornwallis building CSPC1
Meeting date: 25/02/20
Attendance: Adil, Rahul, Samuel and Tsotne
Extra info: N/A

## Agenda:
- Create new Trello board for stage 4
- Make sure all members read the brief
- Check if feedback for stage 3 has been received
- Discuss any issues that the team may have
- Ensure everyone is on the same page

## Discussion points:
- Feedback had not been received as of yet therefore we were unable to reflect upon our stage 3 submission
- All members read and understood the stage 4 brief and requirements
- No team member had any issues
- Discussed whether the tools we used so far were good and if we should continue to use them going forward

| 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 |