



Meeting Document: 15

Name of company: KentSoft

Meeting location: Templeman Library – Group study room 2

Meeting date: 29/02/20

Attendance: Adil, Rahul and Samuel

Extra info: Tsotne was ill but worked remotely from home while in a conference call

Agenda:

- Fix GANTT chart
- Finalise UML class diagram
- Continue coding Personal Records
- Create documents for stage 4

Discussion points:

- Adjusted time intervals in GANTT chart
- Finalised class diagram
- Updated inheritance in code
- Fixing bugs e.g. login button, etc
- Created documents and made changes to stage 3 documents to implement updated requirements

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	N- made a start
Start coding Personal Records	TG, AAJ, RP, SL	29/02/20	01/03/20	N