



Meeting Document: 2

Name of company: KentSoft

Meeting location: Templeman Library, 2nd floor

Meeting date: 23/01/20

Attendance: Adil, Rahul, Samuel, Tsotne

Extra info: N/A

Agenda:

- Get up to speed with using GIT on our machines / initial setup
- Come up with new company name
- Upload test files to the shared repository (Template for weekly meeting documents)
- Discuss any issues we had between our prior meeting
- Assign tasks to people throughout the week
- Introduce Doodle going forward for meetings
- Introduce Trello for the project

Discussion points:

- Each set up a Git workspace on our personal machines so that we can push work files / documents worked on for the project to the Gitlab space
- Discussed potential ideas on a company name, we eventually settled on "KentSoft" which was a play on Microsoft
- Talked about if it's a good idea to introduce trello into our project
- Advantages: Live updates, able to post tasks to do, track progress, notifications when updates are made, good place for people to see what's left to do, what's being worked on, take notes that are available to everyone and also assign roles
- Everyone installed Trello on their phone and accepted board invitation
- Talked about if we should continue to use Doodle for future meetings
- Advantages: Tracks who turns up, adds proposed time into everyone's calendar automatically, allows you to visually see meeting booking amongst lecture / seminar timetable to see if it's suitable
- Disadvantages: someone will have to be assigned to create meeting via the app every week
- Sam and Adil had issues with getting their Git workspace installed successfully
- Some links to troubleshooting guides were added on the trello board for help

Tasks to be completed	Who	Date Set	Due	Completed
Set up google doc page of meeting template	RPP	21/01/20	23/01/20	Y
Set up Gitlab	TG	21/01/20	23/01/20	Y
Create chart of meeting hours	AAJ SL	21/01/20	23/01/20	Y
Create company name	RPP, TG, AAJ, SL	21/01/20	21/01/20	Y
Create company Logo	RPP	23/01/20	Before next meeting	Y

Recap on weeks progress:

- Did last week's minutes actions happen?
- Did someone correct the typos in document X spotted during its review?
- Have regression tests been run since the fix of bug X?
- Have we revised the GANTT estimates in the light of experience?

