



# Meeting Document: 6

Name of company: KentSoft

Meeting location: Templeman Library, 2nd floor Group study booth

Meeting date: 31/01/20

Attendance: Adil, Tsotne and Samuel

Extra info: Rahul was absent due to illness, however working from home remotely

## Agenda:

- Continue making progress and finishing the documents that need to be handed in
- Make progress on UML
- Push updates to GitLab master branch
- Admin across all documents to check everything and consistency follows our style document guidelines

## Discussion points:

- Fixed an issue on GitLab where one person's branch was not working correctly, we encountered while trying to push the branch
- Finished several documents that needed to be handed in
- Decided to reorganise Trello board as we felt it comprised our work due to being quite hectic
- At the end of the meeting, we decided to call an emergency meeting on the 2/02/2020.

Tasks to be completed	Who	Date Set	Due	Completed
Set up Microsoft Word Document* of meeting template *Changed this from Google Doc as we are now using a Microsoft Word Document.	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
Book room for next meeting	AAJ	28/01/20	28/01/20	Y
Word style document	SL	29/01/20	29/01/20	Y
Review document	<b>AAJ</b>	29/01/20	31/01/20	<b>Y</b>
Code Style	TG	29/01/20	31/01/20	<b>Y</b>
Software test plan	RPP, AAJ, TG, SL	29/01/20	29/01/20	50% - need to fill out with tests.  <b>All members will focus on this at the end of this meeting to complete it</b>
Check UML diagrams against use case descriptions	TG, RPP, AAJ	30/01/20	30/01/20	Y
Email Miles regarding queries	TG	30/01/20	30/01/20	Y
Project management document	AAJ, RPP	30/01/20	31/01/20	<b>Y</b>
QA document	SL, RPP	30/01/20	1/01/20	<b>50% - expanding on key points</b>
<b>Re-email Miles due to not including feedback in email by mistake</b>	<b>TG</b>	<b>31/01/20</b>	<b>31/01/20</b>	<b>Y</b>
<b>Update chart with meeting hours</b>	<b>AAJ</b>	<b>31/01/20</b>	<b>31/01/20</b>	<b>Y</b>
<b>Reorganise Trello</b>	<b>AAJ</b>	<b>31/01/20</b>	<b>31/01/20</b>	<b>Y</b>
<b>Criteria Document</b>	<b>AAJ, TG, RPP, SL</b>	<b>31/01/20</b>	<b>2/01/20</b>	<b>N - will start this at the end of this meeting</b>
<b>Go through documents to ensure font and sizing conforms to guidelines</b>	<b>AAJ, TG, RPP, SL</b>	<b>31/01/20</b>	<b>2/01/20</b>	<b>N</b>

Start Developing the model in UML from revises use cases / descriptions and from Miles responses	AAJ, TG, RPP, SL	31/01/20	2/01/20	N
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