Meeting Document 21

Name of company: KentSoft
Meeting location: Remote conference call via Discord
Meeting date: 05/04/2020
Attendance: Rahul, Tsotne, Samuel, AJ
Extra info: N/A

Agenda:
- Finish all tasks present in Trello Board, weekly meeting documents and Gitlab
- Convert to correct version of each file so it is accepted when submitting work
- Upload Corpus

Discussion points:
- We have implemented the changes for each deliverable and successfully detailed the technologies that we have used over the course of the project. This helps us reflect on how our workflow was and how we could have improved it
- Make sure we our happy with the quality of each deliverable to achieve the highest mark we can

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	12/03/20	Y
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
Finalise web page drop down menu layout in the plan	SL, RP, AAJ, TG	17/03/20	17/03/20	Y
Implement the plan into the HTML page	SL, AAJ	17/03/20	17/03/20	Y
Create COVID-19 statement document	RPP	17/03/20	17/03/20	Y

Create User manual document	RPP	17/03/20	17/03/20	Y
Pipeline Implementation for Git repository	TG	17/03/20	03/04/20	Y
Add Junit Testing and Make it readable	AJ, TG	17/03/20	03/04/20	**Y**
Create HR database	TG	03/04/20	04/04/20	Y
Create Review frame	TG	03/04/20	04/04/20	Y
Start structuring the website so it can be easily navigated by the user	SL, AJ	03/04/20	04/04/20	Y
Implement code review revisions	TG, SL, AJ, RP	03/04/20	04/04/20	Y
Start linking the website with all the documents we have created	SL	04/04/20	05/04/20	**Y**
Create and refine remaining documents – All listed on Trello board	SL, AJ, RP, SL	04/04/20	05/04/20	**Y**
Create video of website for submission	RP	04/04/20	05/04/20	**Y**
Make sure our application is in line with our UML	AJ, RP, SL, TG	04/04/20	05/04/20	**Y**
Create screenshots of all services we use like doodle as evidence	SL, AJ	04/04/20	05/04/20	**Y**
Set up submission folder so that we submit in correct format	AJ, SL, RP, TG	04/04/20	05/04/20	**Y**
Add in criteria document what changes are made in weekly tracking and reflect on the final version	AJ	04/04/20	05/04/20	**Y**