Meeting Document: 5

Name of company: KentSoft
Meeting location: Templeman Library, 1st floor computer room
Meeting date: 30/01/20
Attendance: Rahul & Adil
Extra info: Samuel & Tsotne were late by 10 mins

Agenda:

- Review UML diagram and use cases descriptions
- Email Miles regarding issues with stories / cases
- Review documents produced by everyone

Discussion points:

- Had a look at UML diagram and descriptions to ensure everything matched up
- Spotted a few inconsistencies with regards to the diagram and the requirements document provided by Yuconz
- Took note of these and emailed Miles to gather clarification of the queries
- Had a look at the documents everyone has been working on
- Adil and Rahul used google docs to peer work on the project management document
- Discuss final document that needs to be produced which is the QA document and talk about what needs to be included in that

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

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	AJ	29/01/20	31/01/20	N
Code Style	TG	29/01/20	31/01/20	N
Software test plan	RPP	29/01/20	29/01/20	50% - need to fill out with tests
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**	**N**
QA document		**30/01/20**	**1/01/20**	**N**