Meeting Document: 7

Name of company: KentSoft
Meeting location: Templeman Library, 2st floor Group study booth
Meeting date: 2/02/20
Attendance: Adil, Tsotne and Samuel
Extra info: Rahul was working from home remotely via skype

Agenda:

- Emergency meeting to finalise work submission
- Finalise UML diagrams on papyrus
- Upload Moodle submission

Discussion points:

- Spotted a change that needs to be made in the given UML diagram
- Completed Yuconz Papyrus project ready to upload to Moodle

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	**AAJ**	29/01/20	31/01/20	**Y**
Code Style	TG	29/01/20	31/01/20	**Y**
Software test plan	RPP, AAJ, TG, SL	29/01/20	29/01/20	50% - need to fill out with tests. **All members will focus on this at the end of this meeting to complete it**
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	Y
QA document	SL, RPP	30/01/20	1/01/20	Y
Re-email Miles due to not including feedback in email by mistake	TG	31/01/20	31/01/20	Y
Update chart with meeting hours	AAJ	31/01/20	31/01/20	Y
Reorganise Trello	AAJ	31/01/20	31/01/20	Y
Criteria Document	RPP	31/01/20	2/01/20	Y
Go through documents to ensure font and sizing conforms to guidelines	RPP	31/01/20	2/01/20	Y
Start Developing the model in UML from revises use cases / descriptions and from Miles responses	RPP, AAJ	31/01/20	2/01/20	Y