



Meeting Document 20

Name of company: KentSoft

Meeting location: Remote conference call via Discord

Meeting date: 04/04/2020

Attendance: Rahul, Tsotne, Samuel, AJ

Extra info: N/A

Agenda:

- Refining deliverables
- Gather proof (screenshots)
- Finish website so it is ready for the video
- Prepare submission folder

Discussion points:

- Taking advantage of all the functionality of the services we are using like Doodle, Pipelines and issue tracking, our productivity has increased. We need to bring it together so that we have proof for our submission
- Talk about the technologies we are using and explain how it affects our development lifecycle

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	N – Tests implemented (need to add clarity to JUnit tests.)
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	N
Create and refine remaining documents – All listed on Trello board	SL, AJ, RP, SL	04/04/20	05/04/20	N
Create video of website for submission	RP	04/04/20	05/04/20	N
Make sure our application is in line with our UML	AJ, RP, SL, TG	04/04/20	05/04/20	N
Create screenshots of all services we use like doodle as evidence	SL, AJ	04/04/20	05/04/20	N
Set up submission folder so that we submit in correct format	AJ, SL, RP, TG	04/04/20	05/04/20	N
Add in criteria document what changes are made in weekly tracking and reflect on the final version	AJ	04/04/20	05/04/20	N