



# Meeting Document: 1

Name of company: KentSoft

Meeting location: CSPC1 - 1 Hour

Meeting date: 21/01/20

Attendance: Adil, Rahul, Samuel, Tsotne

Extra info: Tsotne was 5 minutes late to meeting due to late bus.

## Agenda:

- Have a look at stage 2 assignment document and read brief
- Discuss what additional tools we will be using throughout the project

## Discussion points:

- Class supervisor gave some tips on what to do to be successful throughout this project.
- Key thing to be taken from that was to make sure everything is documented, including screenshots from messages, what's been spoken about during meetings etc.
- Spoke about what sort of programs we should use to keep track of projects / collaborate (Google docs? Gitlab?)
- Spoke about when everyone is free to meetup going forward between our timetables
- Agreed on having 1 weekly meeting on Wednesday evenings and possibly another one if we need to on Thursday 6pm or Friday 3-5pm as an emergency slot
- Spoke about creating a group chat to communicate out of hours and what platform would be best – decided to go for iMessage due to every group member having an apple device.

Tasks to be completed	Who	Date Set	Due
Set up google doc page of meeting template	RPP	21/01/20	Before next meeting
Set up Gitlab	TG	21/01/20	Before next meeting

Create chart of meeting hours	AAJ SL	21/01/20	End of meeting
Create company name	RPP, TG, AAJ, SL	21/01/20	Next meeting