Meeting Document 19 

Name of company: KentSoft

Meeting location: Remote conference call via Discord

Meeting date: 03/04/2020

Attendance: Rahul, Tsotne, Samuel, AJ

Extra info: N/A

**Agenda:**

* Focus on structuring the website
* Use Gradle to work with Pipelines (have to create new repository)
* Create databases for stage 5 and add frames
* Look at code review feedback and implement feedback while also fixing current errors

**Discussion points:**

* We had to implement Gradle to work with Pipelines. This meant we had to create a new repository so that it would all work together. However, there was a risk that creating a new repository would lead to our work not being marked as we were moving away from the repository made for us by default. To clear these doubts, we reached out to Mr Barnes and we found out that this would not be a problem.
* COVID-19 has caused a lot of disruption resulting in a week with no meetings. We do have an extension so hopefully we can continue working in these conditions, but productivity will be harmed.

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| --- | --- | --- | --- | --- |
| **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 | 12/03/20 | 12/03/20 | Y |
| Implement the plan into the HTML page | SL, AAJ | 12/03/20 | 12/03/20 | Y |
| Create COVID-19 statement document | RPP | 12/03/20 | 12/03/20 | Y |
| Create User manual document | RPP | 12/03/20 | 12/03/20 | Y |
| Pipeline Implementation for Git repository | TG | 12/03/20 | 03/04/20 | **Y** |
| Add Junit Testing and Make it readable | AJ, TG | 12/03/20 | 03/04/20 | **N (50% done) – Stage 4 Junit Testing done. Stage 5 needs to be implemented soon.** |
| Clear Stage 4 backlog | AJ, TG, SL, RP | 12/03/20 | 03/04/20 | Y |
| **Create HR database** | **TG** | **03/04/20** | **04/04/20** | **N** |
| **Create Review frame** | **TG** | **03/04/20** | **04/04/20** | **N** |
| **Start structuring the website so it can be easily navigated by the user** | **SL, AJ** | **03/04/20** | **04/04/20** | **N** |
| **Implement code review revisions** | **TG, SL, AJ, RP** | **03/04/20** | **04/04/20** | **N** |