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 | 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 – **Tests implemented** **(need to add clarity to JUnit tests.)** |
| 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 | **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** |
| **Update Gantt chart after every meeting** | **AJ** | **04/04/20** | **05/04/20** | **Y** |
| **Update Weekly tracking chart after every week.** | **AJ** | **04/04/20** | **05/04/20** | **Y** |
| **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** |