Meeting Document 21 

Name of company: KentSoft

Meeting location: Remote conference call via Discord

Meeting date: 05/04/2020

Attendance: Rahul, Tsotne, Samuel, AJ

Extra info: N/A

**Agenda:**

* Finish all tasks present in Trello Board, weekly meeting documents and Gitlab
* Convert to correct version of each file so it is accepted when submitting work
* Upload Corpus

**Discussion points:**

* We have implemented the changes for each deliverable and successfully detailed the technologies that we have used over the course of the project. This helps us reflect on how our workflow was and how we could have improved it
* Make sure we our happy with the quality of each deliverable to achieve the highest mark we can

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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 | **Y** |
| 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 | **Y** |
| Create and refine remaining documents – All listed on Trello board | SL, AJ, RP, SL | 04/04/20 | 05/04/20 | **Y** |
| Create video of website for submission | RP | 04/04/20 | 05/04/20 | **Y** |
| Make sure our application is in line with our UML | AJ, RP, SL, TG | 04/04/20 | 05/04/20 | **Y** |
| Create screenshots of all services we use like doodle as evidence | SL, AJ | 04/04/20 | 05/04/20 | **Y** |
| Set up submission folder so that we submit in correct format | AJ, SL, RP, TG | 04/04/20 | 05/04/20 | **Y** |
| 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 | **Y** |