

## **Week 6 Meeting:**

**Date & Time:** 20th February 2025, 11:00 AM

**Location:** D01/05 Horton Building

### **Attendees (Team 13)**

<b>UoB Number</b>	<b>Name</b>	<b>Team</b>
23042633/1	ADEWOLE, Oluwanifemi	Team 13
23022186/1	DARA, Victor	Team 13
23039781/1	EGBOSI, Sopuru	Team 13
23039289/1	FOUAD, Anas	Team 13
22013942/1	KUSI, David	Team 13
23035735/1	MAKAZI, Nelson	Team 13

### **1. Plan for Code Repository (GitHub) Setup**

Agreed on setting up a GitHub repository for version control and collaboration.

Next Steps:

- Assign a GitHub repository admin.
- Establish commit guidelines and branch structure.
- Ensure all team members have access and understand version control best practices.

### **2. Peer Review Process**

Established a peer review system for reviewing documentation and code.

Review Workflow:

- Each document/code section must be reviewed by at least one other team member.
- Feedback will be discussed before final submission.
- Regular internal review meetings to maintain quality.

### **3. Action Items & Next Steps**

- Each team member to finalize their assigned sections of the Requirements Document.
- Update and finalize the Gantt chart for the next iteration.
- Submit the initial draft of the Requirements Document for feedback before the next meeting.
- Set up and configure the GitHub repository with appropriate access controls.

## **Additional Notes**

- Team members are encouraged to use the GitHub issue tracker for task management and discussions.
- Regular updates should be shared in the team's communication channel (e.g., Slack, Teams) to ensure transparency.