**Week 6 Meeting:**

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

**Location:** D01/05 Horton Building

**Attendees (Team 13)**

|  |  |  |
| --- | --- | --- |
| **UoB Number** | **Name** | **Team** |
| 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.

1. **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.

1. **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.