

Meeting 1

01/03/2018 7pm - 8:30pm (1.5 hours)

Present:

- Joshua attended meeting
- Sean attended meeting

Minutes:

- Caught up and got to know one another
- Learnt about one another's background and experience
- Discussed reasoning behind the project choice
- Selected the consensus project
- Posted links for information about Raft algorithm, recommended 1 hour long video of author explaining
- Recommended reading the PhD paper on the algorithm
- Decided not to use an Android app as an example program
- Decided on communication medium of Discord
- Scheduled weekly meeting times of Wednesdays at 8pm
- Organised to meet to start work on Assessment 1

Work going forward:

- Watching the [video on the Raft algorithm](#)
- Attend next meeting on Friday 2nd of March at
- Email Jim regarding being a 2 person team

Meeting 2

02/03/2018 7pm - 10:30pm (3.5 hours)

Present:

- Joshua attended meeting
- Sean attended meeting

Meeting agenda:

- Confirm all users have push notifications for messages in Discord
- Create meeting minutes document
- Go over what is required for assessment 1
- Update bio on forum to recommendations
- Resolve references to "homepage of team wiki", this is to be made available within first 2 weeks
- Establish joint document collaboration method, Google Docs proposed
- Establish version control, add documents made
- Invite Jim to the Discord server
- Look over what is required for assessment 2 so we have an idea of what is coming up

Minutes:

- Confirmed happy with email that was sent to Jim requesting to work as 2 man team
- Yes, all users have Discord push notifications turned on.
- Yes, we've created the meeting minutes documents, this is it
- We went over what was required for assessment 1
- We agreed that we'll have to wait until Monday when teams are solid for Jim giving us homepages to post information required on wikis
- Established Google Docs as joint collaboration method
- Established Bitbucket as version control server
- Completed the required Team Charter document
- Agreed on demonstration console program, outlined in Project Overview of Team Charter
- Agreed on a SMART goal for our Team Goal
- Agreed on a C++ style guideline, link in Team Charter
- Agreed on a code review mechanism, Collaborator
- Agreed on a documentation software package, Visual Paradigm
- Moved Google Docs docs into a folder, and created shareable link for Jim
- Made an invitation link for Jim for the Discord server
- Agreed on team rules and expectations
- Signed the team charter
- Setup version control on Bitbucket, troubleshooting various issues along the way
- Made our own branches on Bitbucket

- Made a clear README.md file, added a .gitignore and a LICENSE
- Added the redacted Team Charter
- Meeting came to a close due to fatigue
- Organised to meet again to do work on Saturday 03/03 at 2pm

Work going forward:

- Complete unfinished business from last meeting
- More specifically, ensure that all requirements laid out in Assessment 1 are met
- Give Jim links to Discord, Bitbucket repo, and Google Docs
- Will establish a protocol that meeting minutes are confirmed by both parties going forward

Meeting 3

03/03/2018 2pm - 4:30pm (1.5 hours)

Present:

- Joshua attended meeting
- Sean attended meeting

Meeting agenda:

- Go over list of info to include in project proposal
- Complete unfinished business from last meeting
- More specifically, ensure that all requirements laid out in Assessment 1 are met
- Give Jim links to Discord, Bitbucket repo, and Google Docs
- Will establish a protocol that meeting minutes are confirmed by both parties going forward
- Fix up markup for the README.md file
- Add linking to important documents in the README.md file

Meeting minutes:

- Discussed README.md changes and linking important documents into the file for easy access
- Discussed that meeting minutes will be committed to repo and we will need to ensure no personal information is added to them
- Set up a Team on BitBucket, gave both of us admin access
- Both setup SourceTree
- Sean walked Joshua through how to use SourceTree
- Joshua committed the Meeting Minutes and Team Charter to the repo
- Joshua committed a placeholder file for Project Proposal to the repo
- Sean proposed the changes to the README.md file to link the important docos
- Joshua gave feedback to turn out names into links as well
- Sean confirmed he will do these changes
- Meeting has been adjourned, to be continued at 4pm
- Meeting continued at 4pm
- Debugging an issue with quotes showing in the readme.md file on only Joshua's devices
- Not going to continue resolving the issue on Joshua's devices. Sean is following the correct method, it's working on his computers, assuming Joshua's devices somehow at fault. Accepting Sean's changes to readme.md file
- Organised to meet again to do work on Sunday 04/03 at 2pm