

# 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

# Meeting 4

04/03/2018 2pm - 3:30pm (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 meeting 2 and 3
- 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
- Push changes for mixed README.md to master branch
- Discuss change of language from C++

Meeting minutes:

- Agreed to change language of library to C#
- Updated readme.md to reflect changes
- Took words from the readme.md file to update to team charter, pushed a new version of that up to master
- To keep it in-house with Atlassian's Bitbucket/SourceTree, we're looking to use Crucible for code review
- Joshua agreed to pay for EC2 hosting, and Sean to pay for Crucible license
- We agreed that if Joshua's work will sponsor hosting, we'll use the free hosting
- Sean updated all the links in README.md so they all point to latest master branch
- We agreed Sean needs to spend more time getting familiar with Raft
- Joshua will follow up completing the Project Proposal document by next weekly meeting on Wednesday

To follow up:

- Joshua to discuss with his work about sponsoring a server
- Give Jim links to Discord, Bitbucket repo, and Google Docs

# Meeting 5

07/03/2018 7:45pm - 10:15pm (2.5 hours)

Present:

- Joshua attended meeting
- Sean attended meeting

Discussions/developments which have happened since last official meeting:

- Joshua will host the Code Review server, Crucible, himself at home. He will provide Sean VPN access
- Joshua setup a VPN server and Crucible server
- We spent 40 minutes debugging VPN issues, solved it to be an issue with an aged .ovpn file bundled with the .msi installer
- We've tested this VPN access and confirmed working
- Crucible was not working at the time of testing VPN, Joshua has since fixed Crucible server. MySQL55w-server issues, reinstalled.
- Joshua wrote a Dynamic DNS service for Windows and is running it in his hypervisor
- We gave Jim our preferred times for having our fortnightly meetings, all on Wednesday. In order, 9pm, 8pm, 7pm.
- We looked into using a ticketing system for tracking tasks in our project, decided it was overkill for such a small team
- Sean has gone through the git repo and updated email addresses to standardise
- Sean provided a PDF for API design for us to reference

Meeting agenda:

- Get Sean's sign off for Project Proposal document, make any necessary changes
- Confirm could not find a template for Project Proposal document
- Discuss the Project Stages Draft document
- Go through the released Template documents in Resources section to ensure we aren't missing any sections in our documents. Update where required.
- Setup and put links on the Team Wiki
- Confirm Sean has access to Crucible server
- Discuss/suggest pair programming machine, and confirm Sean has access
- Set out the steps of the project going forward a bit so we know what we're doing, look at LCOM requirements
- Jim mentioned a lot in the latest meeting that "writing documentation with honesty and not covering up for one another" is very important. Although functionally zero chance of being an issue for this team, we'll discuss adding an honesty clause to our Team Charter. Also consider adding a stipulation that failing to meet any obligation, no matter

how small, for either person, will be recorded, even if it's forgiven/not an issue Just for logging.

- Confirm and complete work for first oversight meeting; a previous iteration document and a plan for next iteration.
- Commit any changed documents to version control, commit meeting minutes to version control

#### Minutes:

- Confirmed VPN working and able to access Crucible server
- Sean made a review and confirmed it was working
- Sean confirmed Project Proposal against marking criteria, he signed off. All we need to do is add the date and our names
- Discussed Project Stages Draft, will use this on Project Plan later and finish it up
- Updated Team Charter with honest clauses
- Showed Sean the pair programming computer
- Install Microsoft Office on pair programming computer
- Added all the links required for allowing supervising academic to team resources/wiki
- Added a PMAS post on the team wiki
- Started on our first iteration documents for our insight meeting next week
- Updated all changed documents to version control
- Agreed to meet again on Friday at 9pm to finish iteration plans, add to VC and link in wiki