

Meeting 1

01/03/2018 7pm - 8:30pm

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

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 -

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

Work going forward:

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