**CS210 ACE4** meeting minutes

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| Date: | 14/2/19 |
| Attendees: | Amanda Hellstenius  Koni Watson  Marc Schachtsiek  Stuart Lennon  Jack Dale |

# Agenda items

1. Establish what is complete and working
2. Deciding plan for next 2 weeks
3. Dividing up stages 3, 4 and 5

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Stage 5 | Mark Schachtsiek and Jack Dale | 28/2/19 | In Progress |
| Stage 3 | Koni Watson and Amanda Hellstenius | 28/2/19 | In Progress |
| Stage 4 | Stuart Lennon | 28/2/19 | In Progress |

Notes

Agreed to aim to have at least 2 stages implemented and tested every 2 weeks, also having them put inside the main program and that working as well if possible.

Initially 2 people are working on stage 5, but if stages 3 and 4 are finished sooner than anticipated then extra help can be given to completing stage 5, and reading can begin on later stages.

Also agreed was that separate branches must be made for each stage, with each team member having their own working copy of main.

Finally, a preliminary date for the next meeting is Thursday the 21st of February, however this can be changed or removed entirely if the team feel it is unnecessary.