Group 13a meeting minutes

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| Location: | Templeman Library |
| Date: | 22/01/2019 |
| Time: | 14:00 p.m. |
| Attendees: | A.O.Sharomi, P.Georgoulias, L.J.Ibeachum |

# Agenda items

In this meeting, we started preparations for the Stage 2 of the Yuconz assessment. The requirements of the stage were identified, understood and informal deadlines were set so the stage could be completed with a satisfying result produced. It was decided that it would be efficient use Iteration Planning to split the work between the team members and have meetings before the deadline to review each other’s work, make any necessary corrections and put it together. The suggested meeting day of the week, besides the Workshops on Fridays, is Saturday where we are going to be updating the project and working during the rest of the week. It is understood that problems may arise. In that case, meetings will have to be arranged to put in extra work in order to finish on time.

In addition, one of the tasks assigned was to go back to the feedback of the Stage 1 and correct it as much as possible so a strong basis is established for the rest of the stages to be developed.

The main planning method is a Gantt chart in order to have a full understanding of the timeframe we must complete each task. The chart will be updated every week, adding notes and comments on each task.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Prepare Planning document | P.Georgoulias | 02/02/2019 | In progress |
| Gain familiarity with GitLab | L.J.Ibeachum | 30/01/2019 | In progress |
| Review, understand and explain the feedback | A.O.Sharomi | 25/01/2019 | In progress |