YUCONZ

Meeting Minutes

Meeting purpose:	Planning Stage 4; Reading Stage 3 feedback
Date:	19th February, 2019
Time:	12:00-13:00
Location:	CSPC1
Attendees:	Jamie Ghoorbin [JDG23], James Dyer [JD556], Nicholas Salter [NDS8], Marin Donchev [MD485]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Get knowledgeable with Git Commands		JD556, NDS8, MD485, JDG23	20190221
Fix File Structure in Git		NDS8	20190221
Add 'written by' to minutes template		JDG23	20190221
Write minutes		JD556, NDS8,	20190221
Edit minute template		JDG23	20190221

Points to discuss next meeting:
- Read Feedback - Review Documents - Revising Test Plans - Getting more feedback from Miles via screenshots

Decisions made: (what, why, impacts)
1. Adding pros and cons of GitLab vs current Google Docs document storage 2. Add "Minutes By" section to minutes

Miscellaneous details:

Discussion:

1. Everything that needs to be done
    a. GitLab - Everyone get used to it
        i. To be done by all members
    b. Fix Git File Structure
        i. To be done by NDS8
    c. Needing to review feedback in next meeting

       d. Adding pros and cons of GitLab vs current Google Docs document storage
            i. Completed in 'Decisions' document
            ii. Done in 'Storing Documentation' and 'Writing Documentation' section
            iii. To be done by JD556
       e. Add "Minutes By" section to minutes
            i. To be done by JDG23
            ii. To increase accountability
       f. Revise test plans
            i. Out of date
            ii. To be done by all members
       g. Edit minute template to be more efficient
            i. To be done by JDG23

2. Discussed Ideas
       a. Peer Review once per stage
            i. Cyclic random selection of review to reviewee
            ii. Checking how each person is doing
            iii. Formal review written as a result
       b. Sending implementation screenshots to Miles
            i. Feedback purposes
            ii. To be discussed further
       c. Class Diagram and use case 1 to 1
            i. Not 1 to 1 with program