

YUCONZ

## Meeting Minutes

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| Meeting purpose: | Workshop; Finalising email to client                              |
| Date:            | 29th January, 2019  |
| Time:            | 12:00 - 13:00   |
| Location:        | Cornwallis South PC Room 1  |
| Attendees:       | Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556] |

| Next Steps:   | Checkpoint date: | Assigned to:              | Due Date:      |
|---|------------------|---------------------------|----------------|
| Git Usage, Version History and Meeting Guidelines writeup           | 20190130 Evening | MD485                     | 20190131       |
| Complete previous meeting minutes and upload for review on Discord. | 20190129         | JD556                     | 20190130 11:55 |
| Writeup code of conduct and upload for review on Discord.           | 20190130         | JD556                     | 20190131       |
| QA writeup  | 20190130         | NDS8                      | 20190131       |
| Ensure that all members can access the GitLab project without issue | 20190130         | JDG23, MD485, JD556, NDS8 | 20190131       |

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| Points to discuss next meeting:  |
| <ol style="list-style-type: none"><li>1. UML diagram completion<ol style="list-style-type: none"><li>a. Meeting up to edit the provided use cases and UML with answers to our questions provided by client</li></ol></li><li>2. QA writeup completeness (See Discussion Point 3)</li></ol> |

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| Decisions made: (what, why, impacts)  |
| <ol style="list-style-type: none"><li>1. Finalised clarifying questions for email to client. (See Discussion Point 1)</li><li>2. Decided not to rewrite past meeting minutes and preserve the old template.</li></ol> |

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| Miscellaneous details: |
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## Discussion:

1. Finalised clarifying questions for email to client
  - a. Some questions reworded.
  - b. See Google Drive -> Client Comms -> 20190129\_letterMiles
2. Clarified that MD485 will complete the Git Usage, Version History and Meeting Guidelines writeup, while NDS8 will complete the QA writeup.

3. NDS8 has expressed concern about completeness of final version of QA writeup, requests review in next meeting.
4. Asked Workshop leader the following clarifying questions:
  - a. Should completed meeting minutes be submitted alongside the meeting minutes template as part of the planning documents?
  - b. Should past meeting minutes be rewritten considering the template has since been altered?
5. Responses from Workshop leader:
  - a. Submitting completed meeting minutes would be preferable.
  - b. Both rewriting and not rewriting past minutes are valid options. Rewriting them would ensure consistency and ensure there is no confusion in whether or not the template was followed. Not rewriting past minutes, but including the old template and a record of the decision to change templates would record those signs of improving internal documents.
6. Decided not to rewrite past meeting minutes and preserve the old template.
  - a. This should be mentioned in the QA document, with reference to the old template, the new template, and the date that the template was changed.