

## YUCONZ

### Meeting Minutes

Meeting purpose:	Document review
Date:	20190221
Time:	1600-1800 [Extended to 2000]
Location:	Templeman, Study Booth 3
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556], Nicholas Salter [NDS8]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
<ul style="list-style-type: none"><li>Review the final documents in the next meeting.</li></ul>		JDG23, MD485, NDS8, JD556	20190222

Points to discuss next meeting:
Finish reviewing the group policy, review decisions policy, assign revisions work to all members.

Decisions made: (what, why, impacts)
<ol style="list-style-type: none"><li>Changes outlined for the following documents:<ul style="list-style-type: none"><li>- Version Control</li><li>- Code of Conduct</li><li>- Coding Style Guide</li><li>- Meeting Regulations</li><li>- Quality Assurance</li><li>- Disciplinary Policy</li><li>- Group Policy</li></ul>Reasoning will be outlined in our Alterations document.</li><li>Remove unused template; Defect Report Template. This was done due to it not being used or seen as necessary, even though it was a well written and rather useful template for a larger project.</li><li>Revisions documents' name will be updated to Alterations as per the assignment brief.</li><li>Group policy and Decisions to be reviewed and work assigned next meeting.</li></ol>

Miscellaneous details:
<ul style="list-style-type: none"><li>The meeting time was misrepresented in the discord causing confusion, it was resolved to 4pm and the meeting began.</li><li>Our documentation was so large that we over-ran on time and required an extension of the meeting, everyone agreed to this and we moved to Booth 3 which was pre-booked.</li><li>NDS8 had to leave at 7pm due to pre-obligations.</li></ul>