

# Meeting Agenda (2019/01/24)

Figure out which documents need to be planned

-> Project Management (plan and manage work & progress)

- Meeting Minutes
- § Needs Template

-> Timeline

Group leader leaving : Vote on new leader.

- Group policies (Rules and boundaries)(Code of conduct)

-> Any group policy must be agreed upon by all members

-> Group membership changing (Joining/Leaving?)

- A week's Notice

-> Accountability

-> Communication Methods

- Using discord
- Meetings

-> Communicating with Client (Miles Roman)

- Put emails (to and from) in shared folder including attachments
- If there's an attachment, specify it's there.

-> Meeting Policies

- Give reasonable notice for non-attendance
- Cancel meeting if too few people show up? (threshold?)

-> Git Policies

- Push details. (how detailed?)

-> QA – (Quality Assurance)

- Planning document template
- Comment template (and guide).
- Code template (Javadoc style)
- Project Document style guide.
  - § Font, margins, fontsize, etc.
- Breach of Standards
  - § (Verbal -> Written warning -> Yellow Card.)
  - § See Clause in Accountability Document
- UML guide?

Reviews (Code & Docs)

-> Post update on Discord/msg everyone that a new version needs reviewing

- Minimum 3 ppl? [Editor's Note: To approve pushes to master]
- Depends on how often we push.
- Anyone can push to experiments branch or master, but don't push to master unless approves by members.

## Reviews (cont.)

-> Progress review.

- Actual vs planned progress.
  - § Give tasks time estimates
  - GANTT chart.
  - § Scale?

-> Adjust plans and processes in light of outcomes.

- Minor change (typo, minor bug)
- Major change (redesign, section of program)

## Version control.

-> Using gitlab for code

-> Using google drive for other files (inc. email records w/ client, meeting minutes, GANTT chart, planning documents)

- Include link in planning doc
- Link gives write-permissions

## Software tests, fault & bug reporting.

-> Test plan

-> Result recording

-> Acceptance tests.

- Aligned to the use cases.