

YUCONZ

Meeting Minutes

Meeting purpose:	Planning
Date:	Thursday 24 nd January 2019
Time:	14:00 - 18:00
Location:	Templeman Group Study Booth 4
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Organise notes	20190124	JDG23	20190125
Generate planning documents, identify toolsets	20190124	JDG23, MD485, JD556, NDS8	TBC
Book meeting room	20190124	JDG23, JD556	20190124

Decisions made: (what, why, impacts)
<ol style="list-style-type: none">1. Group name confirmed as Untitled Solutions2. We will use GitLab as our primary means of sharing code (see Discussion point 4a).3. We will use Google Drive as our primary means of sharing documents (see Discussion point 4b).4. Group members should notify the group via Discord when checkpoints set out in meeting minutes are completed.5. Allocated structured meeting dates<ol style="list-style-type: none">a. Agreed for default weekly meeting time as Thursdays 16:00-18:00.6. Established group meeting calendar (see Discussion point 7b).7. There will be a 10 minute break for every 1 hour of meeting (see Discussion point 6).8. Group Leader nominated<ol style="list-style-type: none">a. JDG23 was voted as team leader unanimously.9. Template for meeting minutes established (see Discussion point 10b).10. Review indication via Discord reactions (see Discussion point 12).

Discussion:
<ol style="list-style-type: none">1. Project management<ol style="list-style-type: none">a. additional details about the discussionb. Creating Group Policyc. Create Minutes as per every meeting2. QA<ol style="list-style-type: none">a.

3. Reviews
 - a.
4. Version control
 - a. Decided to use GitLab as our primary means of sharing code.
 - i. Advantages
 1. Version control is intuitive.
 2. Group workspace already set up.
 - ii. Disadvantages
 1. Group has minimal experience working in a git environment.
 - b. Decided to use Google Drive as our primary means of sharing documents.
 - i. Advantages
 1. Built-in word processor.
 2. Group has prior experience using this software.
 - ii. Alternatives considered
 1. Placing documents alongside code in GitLab
 - a. Rejected as that could result in accidental submission of unrelated planning documents when program is presented to customer for validation.
5. Software tests, fault and bug reporting
 - a.
6. 10 Minute break for every 1 hour of meeting
7. Discussed calendar sharing
 - a. Considered creating a group timetable by exporting each member's lecture and class timetable to facilitate meeting planning.
 - i. Found that such a timetable could not be merged and shared easily among all members.
 - ii. Found that members have numerous personal events that would not show up on such a calendar.
 1. As well as personal events not recorded in an online calendar.
 - iii. Considered the privacy of members' personal lives.
 - iv. Rejected due to impracticality.
 - b. Established shared group meeting calendar.
 - i. Calendar link posted on Discord server
 1. <https://calendar.google.com/calendar?cid=bWpndDdwcmIzODIyaHA4bGtqdTU3b2UzZjRAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLnNvbQ>
 - ii. Calendar will show upcoming group meetings and their locations.
8. Planning the planning documents
9. Booking of meeting room
 - a. Decided to allocate a person by the end of every meeting to book room for next time.
10. Document structure
 - a. Group proposed making templates for planning documents.
 - b. Meeting minutes template created
 - i. Provisionally placed in Google Drive under "Meeting Minutes"
11. Other group roles apart from group leader
 - a. Considered more specific team roles, such as "icon creator" and "meeting secretary".
 - b. Decided unnecessary at this stage.

12. How to indicate that reviews have taken place

- a. Decided to indicate that a member has reviewed a file via Discord reactions (checkmark).
 - i. When a file is ready for review, the group member who edited it should post a message on the updates channel of the Discord server.
 - ii. The message should state which file has been edited, where it can be found, and include a brief description of what was changed.
 - iii. Other members indicate that they have reviewed the document by adding the “checkmark” icon as a Discord reaction so as not to clutter the channel with confirmation messages.

Points to Discuss:

1. Actionable plan for generating group policies
2. Whether current Discord channel setup is satisfactory
3. UML use cases
 - a. New information from client
 - b. Contact Miles
4. Assign individual tasks for weekend

Miscellaneous details