

## YUCONZ

### Meeting Minutes

Meeting purpose:	Workshop meeting
Date:	12th February, 2019
Time:	12:00-13:00
Location:	CSPC1
Attendees:	Jamie Ghoorbin [JDG23], James Dyer [JD556], Nicholas Salter [NDS8], Marin Donchev [MD486]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Improve GANTT chart with 'detailed' tasks	/	NDS8	20190214
Devise a checklist from the Stage 3 brief and feedback from DJB	/	NDS8	20190214
Create/Structure Discord channel for updates/changes made to works	/	NDS8	20190214
Complete final draft of meeting minutes dated 20190211	/	NDS8	20190214
Copy all emails to and from client to 'Client Comms' folder	/	MD485	20190214
Create coding templates	/	MD485	20190214
Explore Linter or similar coding style software for QA	/	JDG23	20190214
Complete final draft of minutes dated 20190212	/	JDG23	20190214
Explore alternative to Google drive for storage of documents	/	JD556	20190214
Create document/guide for setting up GitLab with IntelliJ IDE	/	JD556	20190214
Set up GitLab with IntelliJ (subject to completion of JD556 setup guide)	/	JDG23, MD485, NDS8	20190215
Visit DJB <ul style="list-style-type: none"> <li>- GitLab space for documents</li> <li>- Plain text file for log file + encryption</li> </ul>	/	JDG23, MD485	20190214

Points to discuss next meeting:
<ul style="list-style-type: none"> <li>- Go through emails <ul style="list-style-type: none"> <li>- Response from Miles</li> <li>- Response from DJB</li> </ul> </li> <li>- More formal approach for ensuring tasks are completed</li> <li>- Merging to master branch (see misc.)</li> <li>- Go through points on brief in conjunction with the checklist created</li> <li>- Improving/finalising diagrams and scenarios</li> <li>- Revisit points from 20190211 meeting minutes</li> <li>- Questions for Miles (ongoing)</li> </ul>

Decisions made: (what, why, impacts)
<ol style="list-style-type: none"> <li>1. All members to ensure they have notifications <u>on</u> for Discord, and actively check for updates in all channels.</li> </ol>

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| <ol style="list-style-type: none"><li>2. New channel to be created on Discord for updates.</li><li>3. Checklist to be devised for each Stage.</li></ol> |
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Miscellaneous details:
<ul style="list-style-type: none"><li>- Feedback point missed in VC - 'Merging to master only when all unit tests have been run' has been described as a fairly weak condition</li><li>- Room booked for next meeting</li></ul>



Discussion:

1. Feedback - looked at feedback points from DJB
  - a. Project management
    - i. More detailed breakdown of GANTT chart and how we use it to strictly monitor progress and detect slippage.
  - b. QA
    - i. Discussed coding style to minimise the risk of incompleteness by either adopting or adapting an existing standard. Discussed the use of Linter or a similar package.
  - c. Review
    - i. DJB was not convinced that majority review is particularly efficient or effective and recommends a more formal approach for recording issues arising from a review. We considered formal "review meetings" but decided that such meetings would be difficult to organise, as members are already short on time throughout the week.
    - ii. Group has decided to take tentative action towards ensuring that documents on Discord are reviewed on time and will continue to consider more structured review methods.
  - d. Version control
    - i. JD556 again raised the issue of storing documents within the same repository as the code on GitLab resulting in pulls needing to be made when documents are updated, despite there being no change to the code.
    - ii. JD556 to consider starting a second project on GitLab for document storage. Noted that DJB may not have access to this project, as it is outside of the co510 project scope. DJB will be consulted on this point.
2. Contact with client
  - a. We discussed that we need to make more contact with Miles.
    - i. Encryption for passwords -> JD556 suggested Cipher(Java SE8).
    - ii. No further questions for client at this stage.
3. Contact with DJB
  - a. What to include in log file -> user and timestamp
  - b. If a plain text file would be acceptable for log file
  - c. Additional access to GitLab for documents or separate area