YUCONZ

Meeting Minutes

Meeting purpose:	Stage 4 Planning
Date:	18th February, 2019
Time:	16:00 - 17:00
Location:	Templeman, Group Study Room 3
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556], Nicholas Salter [NDS8]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:

Points to discuss next meeting:

Decisions made: (what, why, impacts)
1.

Miscellaneous details:

Discussion:

1. Stage 4 requirements
   a. Same deliverables as Stage 3, just with more use cases that need to be implemented
   b. Use cases that need to be implemented by our code
      i. At least the use cases specified in the Authentication and Personal Details use case diagrams supplied at the start of Stage 3.
      ii. Authentication
      iii. Authorisation
      iv. Personal Details
   c. Continue reviewing and implementing planning and processes
   d. An Alterations document
      i. This can just be our Revisions document after renaming
2. Need to ask David questions (when possible)
3. Need to make proper plans for how we'll code in the future
   a. If we want to do test-driven development, we need to write tests before writing
   b. Consider writing flow and sequence diagrams before writing code
      i. Consider only drawing flow charts (simpler than sequence diagram)
      ii. Ensures we can write more Object Oriented code
4. Consider using Enums to store roles
5. Look at World of Zuul program for ideas on how to write user interfaces

6. Structure of AppController, what should it handle?
7. All members who have not set up IntelliJ with Git yet must complete that.
8. MD485 raised the issue of making the group more organised and structured
    a. MD485 raised issue of ensuring NDS8 is more thorough in future
        i. Includes cases such as disorganised push to Untitled Solutions Documents Gitlab
9. MD485 proposed (again) to include the Untitled Solutions Documents as a submodule of the 07E gitlab project
    a. MD485 will aim to gain an understanding of submodules and the feasibility of setting up a submodule by Thursday (20190221)
10. Points raised in Team Leader Journal for Stage 3
    a. Ensure all members are more
    b. Plan code better
    c. Better documentation
    d. Ensuring documents stored in the GitLab are more organised
    e. MD485 recommends moving GANTT chart from teamweek to GANTTLAB
11. JDG23 to try and understand GANTTLAB tonight (by 20190219)
    a. Not an enforced job
12. MD485 proposes that group aims to complete project by Friday
    a. This being the Friday before the deadline, so that we are not doing work on the day of the deadline
13. MD485 proposes Wednesday Discord meetings, if work is assigned.
    a. In the past, we have left completing jobs until the day the job was due.
    b. Checkup dates for jobs previously put in place, suggested and implemented by JDG23 during previous stages, have not achieved their intention of ensuring team members complete their tasks early.
    c. MD485 suggests that a formal meeting over Discord on Wednesdays to check up on members' progress may alleviate this situation.
14. To do:
    a. Prioritise the way we write code, and the process of that
        i. All members should get acclimated with the coding stylesheet
    b. Review our current documents in Thursday meeting
        i. Ensure that all documents have been checked and amendments are made during the meeting
        ii. JDG23 to print all policy documents for that meeting
        iii. JDG23 mentioned that there is a QA checklist that has not been used so far.