

## YUCONZ

### Meeting Minutes

Meeting purpose:	Planning Stage 4; Reading Stage 3 feedback
Date:	25th February, 2019
Time:	16:00-17:00
Location:	CSPC1
Attendees:	Jamie Ghoorbin [JDG23], James Dyer [JD556], Nicholas Salter [NDS8], Marin Donchev [MD485]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Reverse chronology of all logbooks including alterations		JDG23	20190227
Make sure reverse chronological order is written in all documents that reference logbooks including alterations		JD556	20190227
Make sure work log book is up to date		NDS8	20190227

Points to discuss next meeting:
- Add extensions to minutes template

Decisions made: (what, why, impacts)
1. Enumeration decided to be used for role selection instead of integer

Miscellaneous details:

### Discussion:

1. Change minutes format discussed
  - a. Have it as scanned written notes
    - i. To do's and important notes at the bottom
2. Nick [NDS8] to push revisions by the end of the day
3. Marin proposes for work assigned, the member doing it should give a review on their progress by 6pm the day before work is due
4. Reverse chronology of all logbooks including alterations
  - a. To be done by Jamie [JDG23]
5. Make sure reverse chronological order is written in all documents referencing logbooks and alterations
  - a. To be done by James [JD556]
6. Get Work Assign Log up to date
  - a. To be done by Nicholas [NDS8]

7. Read through feedback on stage 3
  - a. Enumeration decided to be used for role selection