Soft
Eng. 22nd Jan. 12:00
13:00

all timetables in ← ┐
one place...   │
                  [Software]

- Planning docs | Meeting Scheduling
  - P.M. | - discuss availability w/ group.
  -             |

- Meeting mins in google docs.
  - Explain why we chose google docs
  - End of meeting mins, has next meeting date.
  - Agenda - checking progress of prev.
    action.

Req   [create template]
- Meeting Plans. → mins, agenda. [Planning doc
- QA- prog guidelines, code comments
- Gannt - Prog. - Kara
- Class Diagram
- Seq Diagram,

Proj management. → How we will communicate
  ↳ DISCORD.
         ↳ ADVANTAGE -
            - Simple to set up.
            - All have an account.
            - Minor guarentee of how we chon.
         ↳ DISADVANTAGES.
            - Notifications missed. | not dedicated
                                    | - gaming also...
  ↳. Considered Slack as alternative
         ↳ ADVANTAGE. Professional tool + dedicated
                                            Platform
         ↳ Disadvantages.
            - no prior exp.
            - req. installation.
            - ~~User may use it for~~

Accountability [PM Section]
- Section at end of mins.
- Calender with notification of individual tasks.
- Check of progress of tasks during meetings.
- → Carding System + restrictions.

Group Membership
- If in doubt commit al branch.
- No private docs.
- Notify on discord / Person.
- Meeting in the instance of someone leaving.

Commicate → [PM Section]
- Sickness, absence → meeting person/discord.
  - ↳ send absence mins.
- If unable to meet have discussion on discord.

Where to meet
How to meet.
Mins of each meeting.

15:00 - 18:00.
THUR. 24th.
- JG To Book Meeting Room.

- No memes.