

YUCONZ

## Meeting Minutes

Meeting purpose:	Planning
Date:	Friday 25th January, 2019
Time:	15:00 - 17:00
Location:	Templeman Group Study Room 3; Templeman Group Study Booth 2
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Look at the provided use cases, then make comments and discuss over Discord.	/	JDG23, MD485, JD556, NDS8	/
Finalise planning document structure	/	JDG23, MD485, JD556, NDS8	/
Book meeting room and decide time for Monday, 28th January, 2019 meeting (time to be decided over Discord)	20190127	JDG23	20190128

Points to discuss next meeting:
Where to put advantages and disadvantages of resources we have chosen <ul style="list-style-type: none"><li>- (Planning documents should mention the alternatives we considered, as well as what we actually chose)</li></ul>

Decisions made: (what, why, impacts)
<ol style="list-style-type: none"><li>1. Some group policies decided (See Discussion point 5a)</li><li>2. Changed meeting minutes template<ol style="list-style-type: none"><li>a. Future meetings should follow the template set out in Google Drive/Planning Documents/minutes-template-v2.</li></ol></li></ol>

Miscellaneous details:
<ol style="list-style-type: none"><li>1. NDS8 left at 15:59 for his practical. This was deemed reasonable by JDG23 and JD556 (majority).</li><li>2. Migrated from Templeman Group Study Room 3 to Templeman Group Study Booth 2 at 16:00 as planned.</li></ol>

## Discussion:

1. Actionable plan for generating group policies.
  - a. Some policies decided in this meeting (Discussion point 5a). Will continue to discuss policies in future meetings.
  - b. Plan outline for which planning documents need to be written.

- c. Assign writing of documents to members.
- 2. Whether current Discord channel setup is satisfactory
  - a. Decided to change channel setup
    - i. Will remove important-links channel.
      - 1. Pinning links to general channel instead.
    - ii. Will add an off-topic channel for discussion of university topics not relevant to this project.
- 3. UML use cases
  - a. New information from client
    - i. Everyone should look at the provided use cases, then make comments and discuss over Discord.
  - b. Contact Miles
  - c. Class and sequence diagrams need to be developed
- 4. Assign individual tasks for weekend
- 5. Specific Planning Documents
  - a. Group Policies
    - i. Accountability (Disciplinary measures)
      - 1. Three strike warning system for infractions of rules
        - a. The first will be a verbal warning.
        - b. The second will be a written warning.
        - c. The third infraction will result in a Yellow Card for that section pending approval of other group members.
        - d. The counter resets following the issuing of a Yellow Card
      - 2. Yellow Cards
        - a. Issuing a yellow card will result in the member that card was issued to not counting towards the mark for that section.
        - b. The second yellow card will result in expulsion from the group.
    - ii. Code of Conduct
      - 1. Expected Behaviour
        - a. Meetings
          - i. Members should not miss meetings without giving reasonable notice and/or valid reason.
            - 1. Attendees of the meeting will decide whether or not to hold that person accountable during the meeting.
        - b. Absences
          - i. Members absent from meetings or other events due to sickness or other reason should notify group members via Discord (if possible)
          - ii. Those in attendance should send the absentee details and a summary of the event at the nearest opportunity.
    - iii. Resolving group conflict
      - 1. After reasonable discussion, if a consensus cannot be reached regarding a decision, a coin should be flipped by the group leader (if present) to decide.
    - iv. Communication methods

1. The following main channels of communication will be used:
  - a. Discord group chat
    - i. Link to general channel: <https://discord.gg/zXeRzQK>
  - b. In-person meetings
    - i. At least one meeting a week, with additional meetings organised by group members as needed.
    - ii. Unless otherwise specified, there will be a meeting from 16:00 to 18:00 on Thursday every week.
      1. This meeting can be rescheduled within the week as members see fit.
- v. Meetings
  1. There should be a 10 minute break for every hour of meeting taken.
  2. Meeting length and meeting breaks can be extended during a meeting, subject to approval of present members.
  3. Meetings can be adjourned if those present are unable to fulfill the tasks set out for the meeting.
    - a. This includes the case where half or fewer of the members show up to the meeting.
- vi. Group membership
  1. Group members leaving
    - a. A minimum of week's notice should be given before leaving, if possible.
      - i. Failure to give reasonable notice will result in disciplinary action being taken.
    - b. If the group leader leaves, a vote for the new leader should be held as soon as possible by remaining members of the group.
- vii. Quality Assurance policies
  1. (Git, etc. See Quality Assurance)
- b. Quality Assurance
  - i.
- c. Reviews
  - i. If a bug is spotted, it should be mentioned in the general channel on Discord.
  - ii. Indicating a review has taken place
    1. Indicate that a member has reviewed a file via Discord reactions (checkmark).
      - a. 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.
      - b. The message should state which file has been edited, where it can be found, and include a brief description of what was changed.
      - c. 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.
  - iii. Adjusting plans and processes in light of outcomes of review

1. Minor change (such as a typo or minor bug)
    - a. The member in charge of that section should make the change as soon as possible if it is possible.
  2. Major change (such as redesigning a section of the program)
    - a. Should be reviewed and authorised by a majority of the group.
    - b. This should be discussed in a meeting if possible.
      - i. If, due to time constraints or other reason, this is not possible, then the discussion should be carried out over Discord so there is documentation of the change.
- d. Version Control
- i. Git policies
    1. If in doubt, commit as branch of the project.
    2. Push details
      - a. Each push should be given an accurate description of the changes made since the previous master version.
        - i. The description should also include test results attached in the description. (See Software Tests -> Result Recording)
    3. Branches should be merged with the master version once review of the branch is complete.
- e. Software Tests, fault and bug reporting
- i. Test Plan
    1. Unit tests should be made for each function-critical class
      - a. (eg main menu, credential checker, etc)
  - ii. Result Recording
    1. Any commit to a branch or the master copy on GitLab should have test results attached in the description
      - a. These should include any notable successes or failures
        - i. A notable success would be where a test that failed in the previous version now succeeds in the latest version.
  - iii. Acceptance Tests
    1. (Need to be aligned with the use cases, will be demonstrated to the customer to show we've provided the desired functionality)
    - 2.
6. Decided that situational examples should be included in the planning documents
- a. Situational examples will help illustrate the points being made in planning documents more clearly and concretely.