YUCONZ

Meeting Minutes

Meeting purpose:	General meeting
Date:	15th February 2019
Time:	13:00-16:00
Location:	Templeman: Group Study Room 4, Group Stud Booth 2
Attendees:	Jamie Ghoorbin [JDG23], James Dyer [JD556], Nicholas Salter [NDS8], Marin Donchev [MD486]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Write up minutes for 20190215	/	JDG23	20190217
Write up minutes for 20190214	/	JDG23	20190217
Complete the migration to GitLab from Google Drive	/	NDS8	20190217
Complete GANTT chart with details	/	NDS8	20190217
Review previous minutes are complete	/	JDG23	20190217
Go through recording/minutes (see point 11g of discussion) and update documents accordingly	/	JDG23	20190217
Complete coding of AppController	/	MD485	20190217
Complete unit tests	/	MD485	20190217
Write up coding guidelines	/	MD485	20190217
Write up review report for Stage 3	/	MD485	20190217
Complete UC scenarios, diagrams and class diagram	/	MD485, NDS8, JD556, JDG23	20190217

Points to discuss next meeting:
- Catch up of progress made - Diagrams

Decisions made: (what, why, impacts)

1. Members to notify updates-discussion Discord channel of new works or revision of existing works.
 	
    a. Members must acknowledge and notify of any changes required (if any) no later than 48 hours of the notification.
 	
    b. When urgent, 24 hours response time has been agreed acceptable.
 	
2. .csv file to be used for user details in application (see point 1c of discussion)
 	
3. Note to be left in Google Drive (see point 4a of discussion)
 	
4. Asserts to be used where possible in coding.
 	
5. MD485 to write a captain's journal. Stored in logs.

6. Team leader to submit review report at the end of each stage.

Miscellaneous details:
- Discord call 12:00 to touch base. NDS8 may not be able to attend.
- Remained in study booth for remainder of meeting.

Discussion:

1. Progress made on coding
    a. MD485 has made a start on the coding of the appController
        i. Authenticator should have log out model and MD485 is concerned it doesn't model the system properly.
        ii. Returns a new String rather than a reference so can't be manipulated.
    b. JD556 has not started the coding of the Authenticate class
    c. JDG23 confirms .csv file usernames and passwords are alphanumeric, and the roles are in order from 0 to 5. MD485 mentions that this needs to be reflected in the documentation that this assumption is made when processing the .csv file.
2. JD556 questions how the HR director will access HR files as he's not an employee.
3. All members discussing coding style i.e. curly braces on new line.
4. Group documents: have they been revised and completed for submission?
    a. JD556 suggest we revise them once they are move to GitLab and leave a note in Google Drive that the storage cloud in no longer in use.
    b. MD485 asks if we have rule in documents for how we store emails/client comms. Version control rules require updating to reflect files being stored on GitLab.
    c. MD485 When committing documents to GitLab, ensure sensible comment is left to reflect changes made to document. JDG23 suggests GitLab leaves timestamp.
        i. Versions control and Group policies + summarised version.
5. MD485 discussed asserts.
    a. We should use assets for testing as its encouraged by lecturers and they can be disabled at compile time.
6. When to make a variable immutable.
    a. JD556 suggests we make a session variable immutable.
7. All addressing potential changes to class diagram in light of developing the application.
    a. MD485: We modelled our class diagram after the use cases but we found the implementation was impracticable and we updated it to better suit our needs.
    b. Changes must be minor.
8. MD485 would like to create a leader/journal. To be stored in logs.
9. JDG23 reminds all members to update work log when tasks are completed.
10. JOBS
    a. Group documents integrated to GitLab.
    b. Revision of group documents such as group polices, meeting minutes.
    c. Review feedback: How much have we done
        i. Fix review issue -> we don't review our documents properly on discord.
        ii. Alternative formal approach for ensuring documents are read/reviewed
            1. Review meetings not feasible.
            2. Members to update Discord channel when works are carried out including revision of documents.

          a. All members must check updates-discussion Discord channel and notify chat once read and of any changes to be made (if any) within 48 hours of the works bring uploaded.

          b. If urgent 24 hours has been agreed as an acceptable response time.

          c. A member can be exempt from reading documents in the event of an emergency or valid reason. However, they are required to read the documents during the next meeting (needs to be put in group policies).

          d. These changes should be reflected in relevant documents accountability, reviews, accountability.

    d. JD556 to make changes to GitLab/IntelliJ setup document.

11. RECAP

    a. JD556: Finishing off Authenticator to ensure it can read from test data.

    b. NDS8: Continuing to migrate documents to GitLab.

    c. NDS8: Completing GANTT chart

    d. JDG23: Ensure all minutes are completed and ready for submission.

    e. JDG23: Type up minutes for 20190215

    f. JDG23: Type up minutes for 20190214

    g. JDG23: Go through the recording and update the group policies on things we've agreed on.

        i. Group polices and Version control need to reflect the fact we are on GitLab and not Google Drive. "Stored on GitLab now". Group policies has a reference to VC which needs to be altered slightly to reflect changes.

        ii. Set up for GitLab and IntelliJ needs to be added.

        iii. Group polices originally said any IDE can be used but required being changed to IntelliJ and a reason.

        iv. Decisions documents requires updating.

        v. Revisions document requires updating to reflect changes.

        vi. To create a document on how to use GitLab for Stage 4. MD485 should include this in his report.

    h. MD486: Complete coding of AppController

    i. MD485: To complete Unit tests

    j. MD485: To write up Coding guidelines

    k. MD485: Team leader is required to submit a report, reflecting on how things are going, changes to make and steps for next stage.

    l. Need to look at diagrams and ensure they are completed.

    m. Flow diagram of menu system.