

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

all timetables in same place. <- [Software] – Meeting scheduling – Discuss availability -> group

- Planning does
 - o PM
- Meeting mins in google docs
 - o Explain why we choose google docs
 - o End of meetings mins, has next meeting date.
 - o Agenda – checking progress of prev actions.

Req

- Meeting –[create template] Plans. -> mins, agenda. [Planning docs]
- QA – prog guidelines, code comments
- Gantt – Prog – made
- Class Diagram
- Seq Diagram.

Proj management -> How we will communicate

- Discord
 - o Advantage –
 - § Simple to set up.
 - § All have an account
 - § Minor guarantees of how we check
 - o Disadvantages,
 - § Notifications missed.
 - § Not dedicated
 - § - gaming also
- Considered Slack as alternative
 - o Advantage professional too
 - o + dedicated platform
- Disadvantages
 - o No prior exp
 - o Req installation
 - o Users may use it for

Accountability -> [PM Section] {Editor's Note: PM = Project Management}

- Section at end of mins.
- Calendar with notification of individual tasks.
- Check of progress of tasks during meetings.
- > Carding system + restrictions.

Group Membership

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

Communicate -> [PM Section]

- Sickness, absence -> meeting person/discord.
 - o 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