

YUCONZ

Meeting Minutes

Meeting purpose:	Finalisation of Documents
Date:	1st February, 2019
Time:	13:00 - 19:00
Location:	Cornwallis South West 103; Templeman, Group Study Booth 3; Templeman, Group Study Room 4
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Change numeric dates within meeting minutes to YYYYMMDD format to preserve consistency.	None	JD556	20190201
Code of conduct to be restructured (overlap with other documents)	20190202 18:00	JD556	20190203 11:55
Complete Decisions Document <ul style="list-style-type: none">- covers all points in brief	20190202 18:00	MD485, JDG23	20190203 11:55
Ensure templates are up to date <ul style="list-style-type: none">- Minutes- Code, Comments, Commit	20190202 18:00	JD556	20190203 11:55
Create 'Testing document'	20190202 18:00	JDG23	20190203 11:55
Create 'Acceptance document' for client	20190202 18:00	JDG23, MD485, JD556, NDS8	20190203 11:55
GANTT chart <ul style="list-style-type: none">- [Teamweek] online software identified- All members to accept invite- All members to explore functionality	20190202 18:00	JDG23, MD485, JD556, NDS8	20190203 11:55
QA (point to template, general style)	20190202 18:00	JD556	20190203 11:55
Group policy <ul style="list-style-type: none">- Summarize other files, point at them)	20190202 18:00	JDG23, MD485, JD556, NDS8	20190203 11:55
Version control document <ul style="list-style-type: none">- Requires rewriting	20190202 18:00	JDG23, MD485, JD556, NDS8	20190203 11:55
Modify use case scenarios	20190202 18:00	JDG23, MD485, JD556, NDS8	20190203 11:55
Modify use case diagram	20190202 18:00	JDG23, MD485, JD556, NDS8	20190203 11:55

Points to discuss next meeting:

Decisions made: (what, why, impacts)
1. Sequence diagram no longer required by client for Stage 2. (See Discussion Point 1)
2. Additional clarifying questions to client decided. (See Discussion Point 3; Client Comms/20190201_letterMiles)

Miscellaneous details:
NDS8 absent from meeting due to sickness. JDG23 arrived more than 30 minutes late. Pardoned by group vote (MD485 and JD556, unanimous). Meeting adjourned at 15:22 and resumed for practical at 15:45. Migrated to Templeman, Group Study Booth 3 at 15:30 as planned. Migrated to Templeman, Group Study Room 4 at 17:00 as planned.

Discussion:

1. New announcement from David Barnes (Client Comms/20190131-announcementEmail)
 - a. States that "Miles had told me that he no longer requires sequence diagrams. So, please adjust your planning accordingly".
 - b. Email added to Client Comms.
 - c. Sequence diagram no longer required by client for Stage 2.
2. Email rules decided
 - a. Copy and shove in Client Comms
 - b. Including Attachment (if any)
 - c. Label each email with an ID, write (response to email 145.6A) at the top for context.
3. Additional clarifying questions to client:
 - a. The original Yuconz description (Dated 2018/11/04) mentioned numerous record types not stated within the Use Case Scenarios provided for this Stage.
 - i. The record types omitted from the use case scenarios include the following:
 1. Initial employment details
 2. Salary increase record
 3. Promotion record
 4. Probation record
 5. Termination record
 - ii. Should we create classes representing each of these record types for the class diagram, and add additional use cases for those records?
 - iii. Or should we submit a class diagram that only includes the record types stated in documents provided for this stage?
 - b. Clarifying past questions
 - i. Can the HR director manage HR themselves or must they delegate to their employees? (Since currently they're just a director, so their only write-privilege is when reviewing and cannot amend records themselves)
 1. We previously asked this question, though the response shows it was poorly worded and ambiguous.

2. We meant to ask "Since the HR director is a member of the HR section, they can carry out any operation their employees can carry out. For example, since an HREmployee can create a personal details record, so can the HR director. Could you please confirm if our interpretation is correct?"
 - ii. "Allocate reviewer" alternate flow says, "Allocation remains incomplete".
 1. We understand this is what sometimes happens and would like you clarify what should happen in the event of this from the two options as follows:
 - a. A draft of the review remains on system so the user can pick up from where they left off.
 - b. The incomplete review is lost if not submitted.
 - c. Since "Authentication server" and "Authorisation" will be part of our implementation, should our class diagram also model adding new users to the system?
4. JDG23 creating Absence Log and Work Assignment Log (Worklog).
5. Established new meeting announcement template for meeting-schedule Discord channel.
 - a. New announcements should follow the following format:
 - i. Meeting: Fri 1530-1730, Feb 1st
 - ii. Location: Templeman, Group Study Booth 3
6. JD556 started writeup of Group Policy v1.
7. JDG23 started draft of clarifying email to client.
8. Clarified that all numeric dates should follow the YYYYMMDD format.
9. Discussed next steps and assigned tasks to individuals.
10. Discussed issues with use case scenarios and descriptions.
11. Discussed GANTT software to use for project in further detail.
 - a. Software packages identified:
 - i. Teamweek - possible candidate, all members to explore the application.
 - ii. GanttProject - found unsuitable as an online application would enable access to all members and maintain version control.
 - iii. GanttLab - GitLab - strong candidate as we have are using Git.