

## YUCONZ

### Meeting Minutes

|                  |   |
|------------------|---|
| Meeting purpose: | Planning and UML  |
| Date:            | 28th January, 2019  |
| Time:            | 16:00 - 17:00   |
| Location:        | Templeman, Group Study Room 5; Templeman, Lobby                   |
| Attendees:       | Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556] |

| Next Steps:   | Checkpoint date: | Assigned to: | Due Date:      |
|---|------------------|--------------|----------------|
| Complete previous meeting minutes and upload for review on Discord. | 20190129         | JD556        | 20190130 11:55 |
| Send clarifying email to client.                                    | 20190129         | MD485        | 20190130 15:00 |
| Upload already-written disciplinary procedure.                      | /                | JDG23        | 20190129       |
| Writeup code of conduct and upload for review on Discord.           | 20190130         | JD556        | 20190131       |

#### Points to discuss next meeting:

1. UML diagram completion
  - a. Meeting up to edit the provided use cases and UML with answers to our questions provided by client

#### Decisions made: (what, why, impacts)

1. Meeting over Discord voice call from 21:00 - 23:00 tonight (28th January, 2019).
  - a. All members must read client-provided Use Case Scenarios and diagrams by 21:00.
  - b. Meeting to discuss and finalise questions to email to client.

#### Miscellaneous details:

- Relocated to Templeman Lobby at 16:40 due to Templeman maintenance reporting that the ceiling of Group Study Room 5 was unsafe.

#### Discussion:

1. Where to put advantages and disadvantages of resources we have chosen.
  - a. Established that planning documents should mention the alternatives we considered, as well as the resource we decided to use in the end.
  - b. Decided to write advantages and disadvantages of resources and considered alternatives in the planning document where it is stated they will be used.
    - i. e.g. In the communication methods section of Group Policies, where it is stated that we will be communicating online via Discord, there will be a

section stating that we also considered Slack, as well as a comparison of the two communication methods.

2. Final Products that need to be submitted for Stage 2.
  - a. What we're going to present in our submission:
  - b. QA
    - i. How we will use GitLab.
      1. Ensuring that descriptions of commits are provided and accurate.
        - a. Descriptions should include which tests failed, as well as any notable passes. A notable pass is where the test failed in the previous version, but passes in the most recent version.
    - ii. Document and file templates
      1. (See point 5)
  - c. Code of Conduct
    - i. How group members should act within Untitled Solutions and when acting on behalf of Untitled Solutions
    - ii. Failure to comply with the code of conduct will result in disciplinary action as set out in the Disciplinary Procedure document
  - d. Disciplinary Procedure
    - i. How failure of group members to comply with the code of conduct will be handled by Untitled Solutions.
    - ii. Three-strike system:
      1. First strike: Verbal Warning
      2. Second strike: Written Warning
      3. Third strike: Yellow Card
        - a. This will result in the member not counting towards the marks for that section.
      4. The system then resets. The second Yellow Card is a Red Card, and will result in expulsion from the group.
  - e. Project Timeline
  - f. Group Policies
    - i. Communication methods
  - g. Reviews
    - i. How to indicate that a document or file has been reviewed.
      1. Discord "checkmark" response.
    - ii. Steps that should be taken when reviewing a file to ensure thorough checks of the document.
    - iii. How we will adjust plans and processes in the light of review outcomes.
      1. Small changes, such as typographical errors and small bugs.
        - a. The member in charge of the file should make the change or find another member able and willing to make the change at the earliest convenience.
      2. Large changes, such as redesigning sections of the project or code.
        - a. The change should be brought up and discussed at the next meeting or via Discord if time allows.
  - h. Version Control

- i. What tools we will be using and what functionality that tool provides us with.
      - 1. GitLab
      - 2. Google Docs
    - ii. Should mention what alternatives we considered, if any, with a comparison between tools considered.
  - i. Software tests, fault, and bug reporting
    - i. Tests we plan on conducting.
      - 1. Unit tests should be made for each function-critical class, as decided in meetings.
    - 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. To demonstrate to the customer that we have delivered the required functionality.
      - 2. Should be based on the use case scenarios.
- 3. Meeting to write UML on Thursday, 31st January, 2019.
  - a. Meeting room booked by JDG23 (16:00-18:00, Templeman Group Study Room 5) and JD556 (18:00-20:00, Templeman Group Study Room 5) during meeting.
- 4. Added “questions to ask client” channel on Discord.
  - a. Contains questions we should email.
  - b. If any member finds a point that could be clarified by the client at any point, the question should be posted on the channel for aggregation and submission to client.
- 5. Templates needed for submission of Stage 2:
  - a. Planning template based on JDG23's disciplinary doc
  - b. Code template
  - c. Comment template
  - d. Email template (NDS8)
  - e. Unit test template
  - f. Minutes template