

Meeting Agenda (Today, 24/01/19)

- Figure out which documents need to be planned.

↳ Project management (plan and manage work & progress).

- meeting minutes

↳ needs template

- Time Line

group leader leaving: Vote on new leader.

Meeting can be extended ~~if~~ subject to approval.

Any group policy, changes must be agreed upon by all members.

- Group policies (Rules & Boundaries) (Code of Conduct)

↳ Accountability

↳ Communication methods - using discord meetings

↳ Communicating with client (Miles Roman).

- Meeting policies

↳ put emails in shared folder including attachments. if there's an attachment, specify it's there.

↳ ~~don't~~ give reasonable notice for non-attendance

↳ Cancel meeting if too few ppl show up? (threshold?)

- Git policies

↳ Push details. (how detailed?)

↳ QA - (Quality Assurance)

- Planning Document template

- Comment template (and guide).

- Code template (Javadoc style)

- Project Document style guide.

↳ font, margins, fontsize, etc.

- Breach of Standards

↳ (Verbal → Written warning → Yellow Card.)

↳ see Clause in Accountability Document.

- UML guide?

Reviewing

- Post update ~~on~~ on Discord / msg everyone that a new version needs reviewing.

↳ Minimum 3 ppl?

↳ Depends on how often we push.

↳ Anyone can push to experimental branch or master, but don't push to master

Reviews (cont.)

- progress review.

- actual vs planned progress.

↳ give tasks time estimates

↳ GANTT chart.

↳ scale?

- Adjust plans & processes in light of outcomes.

↳ minor change (typo, minor bug)

↳ major change (redesign section of program)

Version control.

- using gitlab for code

- using Google Drive for other files (inc. emails ^{records} w/ client, meeting minutes, GANTT chart, planning documents)
 - ↳ include link in planning doc
 - ↳ link ~~is~~ gives write-permissions.

Software tests, fault & bug reporting.

- test plan ~~ask~~

- result recording

- Acceptance tests.

↳ aligned to the use cases.