

YUCONZ

Meeting Minutes

Meeting purpose:	Workshop
Date:	26th February, 2019
Time:	12:00-13:00
Location:	CSPC1
Attendees:	Jamie Ghoorbin [JDG23], James Dyer [JD556], Nicholas Salter [NDS8], Marin Donchev [MD485]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Review Template Document to be made by Marin [MD485]		MD485	20190228
Draft up clarification email by Jaime [JDG23] and sent		JDG23	20190228

Points to discuss next meeting:
- Start Code

Decisions made: (what, why, impacts)
1. Enumeration for Roles and Requests as well as Exit Codes

Miscellaneous details:

Discussion:

1. Add review document
 - a. Reviewee
 - b. Reviewer
 - c. Work Ethic
 - i. Scale
 - ii. Notes Section
 - d. Quality of Work
 - i. Scale
 - ii. Notes Section
 - e. Punctuality
 - i. Scale
 - ii. Notes Section
 - f. Overall Scale

- g. Areas of Improvement
 - i. Comments
- 2. Start Code Next Meeting
- 3. Writing email to David
 - a. Discussing clarification on class diagram and deliverables