Battleship Project Meeting | MINUTES

Meeting called by	Pasindu Ashen Devinda Wijayapura	Attendees:
		Endru Joshua
Type of meeting	Battleship Project Meeting	Quang Huy Bach
Facilitator	Pasindu Ashen Devinda Wijayapura	
Note taker	Carey McManus	

AGENDA TOPICS

Time allotted | *10 Minutes* | Agenda topic *Task Update* |

Discussion over what actions were completed, still to be completed and not started from previous meeting

- Trello, Github, Toggl and github wiki created
- Everyone could run the project
- Report into conversion tools – almost completed
- Report into coding standards – almost completed
- TODOs, BUGs and FIXMEs – need alteration in format
- Report on Documentation – Needs to be completed
- Extensions and New Features – More needs to be added

Action items	Person responsible	Deadline
Finish report into conversion tools	Huy and Endru	7/4/2018
Finish report into coding standards	Ashen	7/4/2018
Fix up TODOs, BUGs and FIXMEs	Carey	7/3/2018
Report on documentation	Endru and Ashen	7/4/2018
Add ideas to Extensions and new features	Everyone	8/4/2018

Decisions made for converting code to C#

Action items	Person responsible	Deadline
Convert code and ensure compilation	Carey and Huy	12/4/2018
Complete documentation for code base	Ashen and Endru	12/4/2018
Validate the C# code	Huy and Carey	12/4/2018

Time allotted | *5 Minutes* | Agenda topic *General Items* | Presenter *Huy*

Notes on what needs to be changed from previous week

- File descriptions need to include resource files, i.e. Sound and image files.
- We need to create a list of files not being used
- Move BUG comments to main comment section in files
- Everyone needs to use Toggl when they are working on stuff