# Date/Time of Meeting: 7/3/2022

# Agenda Item #1: Update tutor on the projects progress

## Discussion:

* Announcement: We are supposed to make a PRESENTATION for week 6(Thursday that week)
* We were suggested to improve the structure of “Minutes”-> make them more detailed

## Action:

* Think of what we will put in the presentation; improve minutes documents in GIT

# Agenda Item #2: Thoughts on our finished URS

## Discussion:

* Agreed on URS form, everything approved
* Arrange a meeting with client, show URS, ask for feedback
* URS feedback:
  + Reference to the functional requirements in the Use Cases
  + In the Use Case we missed a word “Deactivate – admin selects an employee”
  + We must improve Use Case “Searching function – exact match”

## Action:

* Do last minor changes listed above; arrange meeting with client and show the URS

# Agenda Item #3: Thoughts on our UML

## Discussion:

* Shift Manager – maybe add one more class

## Action:

* Adjust the UML diagram; look at the classes again, decide which to add

# Agenda Item #4: How can we fully utilize GIT for this project

## Discussion:

* Git –> at the end phase of the project, we have to deliver the “master” branch
* Work with branches: if two people are working on the same stuff, create a new branch called “new release”
* For dividing the work, use “Gira” project management tool, or “Trello”, or “Teams”
* We should deliver process in a Report document at the end!!!(how long we have worked on each issue, who has done the work, basically the process)

## Action:

* Keep in mind the GIT branching and that final work is delivered in master branch; Keep in mind the GIT branching, so we don’t lose our work; use some programs to divide our work, mentioned above