**Agenda for Monday 24th February (Software Meeting)**

1. Breaking down of user stories
   1. Use of BDD – is everyone confident?
   2. Meeting PSW standards
2. Review/changes to JIRA workflow
   1. Make sure the assignee is correct!
   2. Better commenting of tickets with what has actually been done!
   3. Logging work of hours and estimates
3. Review of testing
   1. Reminder of TDD!
   2. Testing standards
   3. Integration testing and linking this to JIRA
4. Review of requirement for coding standards
   1. Commenting
5. Use of GitHub
   1. When to upload
   2. Structure of directories
   3. Content to upload
   4. Commit messages