# Meeting minutes

Attendance: Stoil, Radolina, Martin, Georgi, Danilo

Chairman: Danilo

Minute taker: Martin

Date: 19.04.2022, 9:00 am

We need to present a UML class diagram up to date

Georgi , Martin and Danilo – missing process peer review

In week 6 we talked about how to improve - better communication and finish everything in time

Still we have communication issues that need to be improved

Danilo says he will publish his part until Friday and that is 80%

* Agreements on improving communication:  
  Everyone start using git /his own branch/ and upload his changes
* -Usage of developer based branches
* Justify workload – Tuesday(from 9am), Wednesday(in the gap inbetween classes, as our last lesson starts at 14:30), Friday(from 9am)
* Have some 5 min discussions – everyone explains what he is doing, what he will work on and be more open about your work
* Have a merge day for the iteration – Before the end of the iteration on Wednesday before 13:00(week 12, Wednesday, before 13:00)
* Make use of the issue board on git and be transparent about work devision/contribution
* The URS should be improved as time goes(in real time)
* The person that is assigned a feature is the one responsible for it at the end

Look at what is missing in the process plan and do it properly(working process should mean how was the work devision). Also at some point have hour registration – x hours spent on coding/documentation/meetings

Discuss with the clients what are the priorities for this iteration and discuss that next meeting

Devide work better – 2 days project, 3 days individual project