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| **Date:** | 12/9/17 |
| **Time:** | 3:45pm |
| **Venue:** | SIS GSR 2-6 |
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| **Attendees:** | Yat  Wei Kiat  Denise  Gerald  Shen Ying |
|  |  |
| **Agenda:** | 1. Closing off Iteration 1  2. PM Handover |

* Clarifying the requirements of Javadoc
  + Class files only, without JSP documentation?
* Review of Iteration 1
  + What went right? (in terms of groupwork)
    - Weaker teammates are not suffering, unlike other groups
    - We all made sure everyone was on the same page - we did things together and made sure everyone knew what was going on
  + What went wrong?
    - Possibility that we paired our groupmates wrongly
    - Drawing our diagrams on the whiteboard, instead of using an editable program
  + Suggestions going forward:
    - Block out regular meetings, then if necessary we cancel
      * ***Every Tues, 3:30pm - 6:30pm***
    - 1 or 2 meetings a week? (Most likely 1 a week going forward)
    - **Take more note of metrics and scheduling**
      * Each iteration must have different pairs, plan the timetable ahead of time and inform PM (regular/planned meeting)
      * If any pair programming sessions are impromptu, must update in the project schedule
    - Implement a “minute-taker” but for diagrams instead (need to be more organised about editing our diagrams)
  + Gaps
    - Mitigation plan was not made, Yat and Wei Kiat (PMs for Iteration 1 and 2 respectively) will draw one up
* Testing: what to do?
  + Must be updated every iteration to match what is done during the iteration
    - **Ask a senior for help with test cases/test plan**
* GIT clarification
  + Javadoc: missing from our pushed file, ask what to do about dist folder
    - Resolved: /build and /dist folders can be generated locally so there’s no need to push to git
  + If given the go-ahead, push whatever needs to be committed (documentation)
    - Wait for actual git repo to be created, then create required directories and upload files
  + Check the Commit IDs associated with new commits and update Iteration 1 IDs
    - Resolved: use SHA-1 values from TortoiseGit
* Handover Process
  + Rough feature scheduling was updated to accommodate speeding up of timeline

The meeting was adjourned at 4.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Shen Ying

Vetted and edited by,

**Poh Wei Kiat**