**Minutes of Meeting**

IS203 Software Engineering **|** G7-T5 (SEvivor)

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| **Date:** | 17 October, 2016 |
| **Time:** | 1pm – 1.40pm |
| **Venue:** | Prof Paul’s office |
| **Scriber:** | Ming Yi |
| **Attendees:** | Ming Yi |
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| **Agenda:** | 1. PM Review Consultation |

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|  | **Agenda** | **Action By** | **Due Date** |
| 1 | PM Review Consultation   * Iteration details and critical path is clear, keep up the good work * Some parts we had, especially in our metrics and buffer days have grey areas, need to clarify them. For eg. Iteration conflicts, metric units, display: all numbers in slides must be given a unit, metrics displayed on slides is best put in one line to avoid confusion. * Git repository is very messy. Nbproject should not be outside of app folder. Basically whatever that will be changed during a pp session should be placed under app folder. At least the surface level of folders need to strictly follow wiki. * PM review went overtime – need to rehearse more before milestones | Ming Yi | - |
| 2 | Clarifications with Prof regarding wiki requirements and additional functionalities   * Common validations are those fields common across all functionalities * URL for web services is best to follow strictly to wiki * Additional functionality, according to Prof Paul, is not about the UI. If the calendar just display whatever we already had then its not considered an additional functionality | Ming Yi | - |
| 3 | Moving forward   * Ensure that our slides will be clearer in the next milestone * All metrics will have a note that states that Iteration 1 in pplog was invalid. And will be recorded from iteration 2 onwards. * Git repository will be changed by start of next pp task * Be clear about buffer days * Report any errors to both profs whenever our team face one | Ming Yi | - |

The meeting was adjourned at 1.40 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Ming Yi