**Minutes of Meeting**

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

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| **Date:** | 26 September 2016, Monday |
| **Time:** | 10.00am - 3.30pm |
| **Venue:** | SOA GSR 3-10 |
| **Scriber:** | Jackson Kwa |
| **Attendees:** | Kong Yu Jian, Jackson Kwa, Marc Xu, Teh Ming Yi, M Has Nilofar |
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| **Agenda:** | 1. Preparation for PM review |
|  | 2. Sort out PMs related documentations |
|  | 3. Finalized Bug metrics (record in minutes) |
|  | 4. Finalized test cases: edit it to suit the team’s values |
|  | 5. Review of current PP schedule and pair rotation |
|  | 6. Finalized mitigation plan for the values of schedule and Bug metrics  7. Coaching on JSON and web services |

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|  | **Agenda** | **Action By** | **Due Date** |
| **1** | Preparation for PM review Meeting  - Finalize the format and content of the slides  - Possible questions to ask? Category for pplog? Backlog iteration possible? Can same pair from previous iteration finish up code in next iteration?  - Rehearsal for PM review meeting by going through anticipated questions | **Everyone** | **Completed during the meeting** |
| **2** | **PP Log: change category for the iterations**  **- Make sure the timing is the same** as critical path  - insert milestones (e.g., supervisor meetings, pm review, final presentation, etc)  - Insert Deployment and testing after integration (non-programming)  - insert PM handover  - Schedule for the next few iterations, role & responsibilities, rotation plans, pair programming teams (in-progress)  **- insert sharing of pplog sessions** | **Everyone** | **Before the next meeting** |
| **3.** | **Coaching on JSON and web services** | **Kong Yu Jian** | **During the meeting** |

**The meeting was adjourned at 3.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Jackson Kwa**

**Vetted and edited by,**

**Marc Xu and Kong Yu Jian**