**Minutes of Meeting**

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

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| **Date:** | 29 September, 2016 |
| **Time:** | 3.30 pm – 6.45 pm |
| **Venue:** | SIS SR 3-1 |
| **Scriber:** | Ming Yi |
| **Attendees:** | Kong Yu Jian, Jackson Kwa, Marc Xu, The Ming Yi, M Has Nilofar |
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| **Agenda:** | 1. PM Review |

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|  | **Agenda** | **Action By** | **Due Date** |
| 1 | Calendar feature – still considering; not sure whether to declare it as an additional functionality | All | - |
| 2 | Buffer days – days you plan to work but no task has been assigned to it  Total of 5 buffer days | All | - |
| 3 | Lessons:   * Deployment is a non-pp task * Need to allocate more days for regression testing * Metrics, diagrams, test cases by PM * Need to breakdown iteration duration instead of lumping everything together for long hours * Need to breakdown tasks as well 🡪 for clearer indication and goals at the end of a pp session * Schedule Metrics is in DAYS * Add pplog at the start of iteration * GIT repository needs to be polished up again * YJ cannot take all the difficult tasks | All | - |

The meeting was adjourned at 6.45 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Ming Yi