**Minutes of Meeting**

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

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| **Date:** | 19 September 2016, Monday |
| **Time:** | 5.10 pm – 5.40 pm |
| **Venue:** | SIS Meeting Room 4-7 |
| **Scriber:** | Nilofar |
| **Attendees:** | Kong Yu Jian, Jackson Kwa, Marc Xu, The Ming Yi, M Has Nilfoar |
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| **Agenda:** | 1. Supervisor Meeting |
|  | 2. Clarify doubts |
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|  | **Agenda** | **Action By** | **Due Date** |
| 1 | Presentation | Jackson (PM) |  |
| 2 | Answers to the questions   * If any of the members are not able to make it for the PP, make sure the number of hours are balanced out. If not for the iteration, have to catch up during the next iteration * Finish any tasks assigned within the time limit (for the same pairing) OR push it over to the next iteration (to a diff pairing) * PP Metrics – don’t have to worry whether the values are high/low. It is hard to estimate the correct PPM values. If we are continuously overestimating, then change it accordingly. Couple of over/under estimation, doesn’t matter. Suggested range 0.5 – 1.5 * Not possible to move any iterations up; but possible to ignore iteration 1 * Category: in each iteration 🡪 design, coding, integration, debugging, PM-related | Jackson |  |
| 3 | PP Log   * Number of iterations: 5 🡪 Insert the last iteration in PP Log * Good to have buffer even before submission; Not a good practice to have buffer per iteration; don’t know which iteration which will go wrong or right; use the buffer for the whole project and use it flexibly * How many buffer days are remaining? If you have some days of buffer, can still slack a bit… If you don’t, make sure all the work is done on time * As a PM, To know if you can end on time [MOST IMPORTANT CONERN] and when to finish the project * Insert EVERY SINGLE ACTIVITIES, i.e. team meetings, PM Review, supervisor meetings should be in the PP Log * Learning, coaching (outside class) in PP Log * PM for the current iteration 🡪 Key in the task and everything else AND ADD THE TASK * Pair Programmers only click start and end * Metrics – nothing | Jackson |  |
| 4 | GIT Repository   * Directory 🡪 Messed up >.< Go to project wiki and follow what has been said (under GIT). Build and dist should be in the app folder * Commit messages look good * Commits by author – wants to see everyone is using the GIT ( not necessarily equal ) | Jackson |  |
| 5 | General comments from supervisor   * In terms of coding, a good progress * How they will grade SE project:   1. Focus on the PM side > final deliverables   2. Schedule shouldn’t be sloppy   3. Have to follow the metrics   4. When technical questions are asked, all the members have to understand the code   5. All the requirements satisfied; and schedule has been planned properly; improve over time and done the metrics right   6. Everyone on the team was on the same page   CONCLUSION: TRY NOT TO MAKE THE SAME MISTAKES AGAIN |  |  |

The meeting was adjourned at 5.40 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Nilofar

**Vetted and edited by,**

Kong Yu Jian