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| **Date:27/9/2014** |  |
| **Time:** | 4pm |
| **Venue:** | SIS Group Study Room 3.4 |
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| **Attendees:** | All present |
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| **Agenda:** | 1. Preparing for PM Review  2. Reviewing Metrics for Iteration 2  3. Re-Planning of Iteration 3 on PPlog |

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|  |  |  | **Due Date** |
| 1 | Finalize PM Review Slides | Aayush | 28 September |
| 2. | Update PPlog for Iteration 3 | Yuxuan | 28 September |

We have finalized content for the PM Review.

Details for Iteration 3 have been updated, and will upload to pplog after the meeting by Project Managers for corresponding iterations.

Metrics for Iteration 2 were discussed and reviewed. This would help future PMs to plan their iterations better.

The meeting was adjourned at 8.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Aayush Garg

Vetted and edited by,

Yuan Yuxuan