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| **Date:16/10/2014** |  |
| **Time:** | 1000am – 1045am |
| **Venue:** | SIS Meeting Room 4-7 |
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| **Attendees:** | All present |
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| **Agenda:** | 1. Report professor with the progress for iteration3, deviation from plan, goals for iteration4, problems existing, roles of first three iterations and metrics. 2. Get feedback about our project management from professor. |
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We know more about the shortage of our project management:

1. Expected results for test cases can be improved to be more comprehensive

2. App must be tested to be bug free before handing over to the next PM

3. Expected value should be written with the test cases

4. Bootstrap is quite slow

5. Check screen resolution

6. Make sure that planning is proper

7. Too many Ad hoc tasks, should plan well for next iteration

8. Did not prepare enough for supervisor meeting

9. No such thing as accuracy and functionality tests, only end of iteration testing

10. Heuristic Evaluation feedback must be acted upon

11. Give solutions for Heuristics

12. Action plan for things to be done in minutes

We made the action plan according to the feedback above.

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|  |  |  | **Due Date** |
| 1 | Do more test cases | Yuxuan | 16 Oct |
| 2  3  4  5  6  7 | Plan the next iteration for detail  Find faster way to do the bootstrap  Check the screen solution for UI  Prepare for next iteration better  Consider Heuristic Evaluation solution  Add Action Plan for Supervisor Meeting | Wudi  Max  Aayush&Wudi  All (Wudi take in charge)  Yuxuan  Yuxuan | 16 Oct  Buffer  Iteration6  Iteration5  16 Oct  16 Oct |

Prepared by,

Yuan Yuxuan

Vetted and edited by,

Max