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| **Date:30/10/2014** |  |
| **Time:** | 1000am – 1040am |
| **Venue:** | SIS Meeting Room 4-6 |
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| **Attendees:** | All present |
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| **Agenda:** | 1. Report professor with the progress for iteration 4 and 5, goals for iteration6, roles and metrics of iteration 4 and 5. 2. Get feedback about our project management from professor. |
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We have better understanding of project management and the scopes need to be improved:

1. The system testing should be started only after deployment.

2. Screen shot in presentation should be replaced with a table.

3. The Pair Programming Metric should have action plans according to the reasons.

4. All the “null” values should be replaced by an empty cell inside the tables.

5. Repopulate the values that user has entered to ensure that user will not key it in again.

6. Include bootstrap with specific file inside the test cases

7. Include test data into subversion, to be more specific about the test cases

8. Final presentation is a summary of the past 14 weeks

9. Externalize shared secret key and make less "hard-coded"

We made the action plan according to the feedback above.

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|  |  |  | **Due Date** |
| 1 | Put the system testing after deployment for next iteration | Max | 31 Oct |
| 2  3  4  5  7 | Add action plans in PPM  Replace “null” value with empty cell  Fix the repopulate value problem  Include bootstrap with files and upload data files for testing in SVN  Externalize shared secret key | Wudi  Yuxuna  Max  Wu Di  Yuxuan  Max | 31 Oct  31 Oct  31 Oct  31 Oct  31 Oct  31 Oct |

Prepared by,

Wu Di

Vetted and edited by,

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