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| **Date:** | 2rd October 2015 |
| **Time:** | 1100H – 1200H |
| **Venue:** | SIS SR 3-1 |
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| **Attendees:** | All |
|  |  |
| **Agenda:** | 1. PM Review review |

**Key Learning Points and Take-away:**

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| Future pushes need to check GIT to ensure that pushes are made correctly as push failure of slides was due to GIT conflict.  Bug metric is different from bug log:   * Bug log records during the iteration; when a bug is found in functionality A when coding functionality B, record it in bug log * Bug metric: only one data point per iteration; record bugs found during testing (before and after deployment)   Testing and debugging is extremely important after deploying  Ensure continuous integration for the codes plus overall integration at the end of each iteration, in order to have a bird’s eye view of the project  Increasing load when falling behind schedule is an acceptable recovery plan (should also consider whether the process during the iteration need modifications/revise your future schedule)  Always update PPLog if you make any changes to your schedule. Your supervisor will always be checking the PPLog  Just because you are constantly working on the same branch, does not mean that you can skip the integration phase during an iteration  Font size of presentation slides must be at least 24 pts; try to utilise the space on the screen  Always have an overview slide so that your supervisor doesn't have to keep clicking different slides to find out the key information  Buffer days can be after UAT but should have buffer days before UAT too  During integration, the pairs should work to remove the overlap of codes  Can deploy multiple times during deployment phase  Make sure that whatever you push is shown in GitLab  Include final presentation into iteration  MVC is NOT a framework, but an architecture model.  Remember to comment on codes. |  |

The meeting was adjourned at 12 PM.

Prepared by,

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Vetted and edited by,

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