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| **Date:** | 15th October 2015 (Thursday) |
| **Time:** | 1820-1835 |
| **Venue:** | SIS LEVEL 5 |
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| **Attendees:** | Chu Qian, Remy, Jennifer |
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| **Agenda:** | Adhoc supervisor meeting |

The team consulted the supervisor after noticing the discrepancies made in PPlog for Iteration 2 and changes made in Iteration 3.

**Discussion during adhoc supervisor meeting:**

1. Discrepancy for Iteration 2 in PPlog

The first issue brought up by the team to the supervisor was about the discrepancy in the pairs assigned in the PPlog and PPlog schedule. Regression Testing was assigned to Chu Qian and Amos but Shing Hei and Jennifer did it instead as the former pair could not do the Regression Testing due to emergency issues. This change was done to ensure that the project could continue moving forward instead of being delayed. As a result, the PM re-scheduled and re-assigned the PP Session for Regression Testing to Shing Hei and Jennifer in the PPlog. However, as the pair assigned under the schedule was still kept as the planned pair, the change was reverted and thus not reflected for the actual pair assigned under PPlog schedule. As a result, it was still shown that Chu Qian and Amos have done the Regression Testing instead of Jennifer and Shing Hei. The team has thus reported the bug in the PPlog.

1. Multiple changes in PPlog schedule for Iteration 3

The next issue brought up by the team to supervisor was about the major changes of dates in Iteration 3. There were a lot of mistakes made in the dates placed in PPlog Schedule after the team started Iteration 3. The PPlog Schedule dates did not reflect the PP Session dates. This happened because everyone in the team was too focused on the PP Session tab, hence, neglected the PPlog Schedule. From Iteration 4 onwards, PPlog Review will be implemented at the end of each iteration to prevent any mistakes. It is therefore everyone’s responsibility to keep an eye on PPlog.

The meeting was adjourned at 1835. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

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Vetted and edited by,

Remy Ng