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| **Date:** | 15th October 2015 (Thursday) |
| **Time:** | 2130-2215 |
| **Venue:** | SIS LEVEL 2 |
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| **Attendees:** | Amos, Chu Qian, Remy, Shing Hei, Jennifer |
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| **Agenda:** | 1. Address issues on PPLog (After adhoc supervisor meeting) 2. Supervisor Meeting 2 Review |

**Address issues on PPLog (After adhoc supervisor meeting):**

Reviewed on what was discussed during the adhoc supervisor meeting as well as the mitigation plan for the issues:

1. Discrepancy in pair assigned in PPLog for Iteration 2

The initial pair assigned to do Regression Testing was Chu Qian and Amos, which was then changed to Shing Hei and Jennifer as one of the member in the pair having emergency issues. The re-assignment was done so that the project schedule will not be delayed. Changes were made to ensure that the pair re-assignment for Regression Testing was reflected in the PPLog. However, it was not reflected as we kept the planned pair as it is in the PPLog Schedule despite making changes in the PPLog, resulting in a discrepancy where the pair assigned did not match the pair who actually took on the task.

The bug has been reported in the PPLog. To prevent this from happening again, we have decided to keep closely to the planned schedule and pairs as far as possible. Additionally, regardless of whether there are changes to be made, everyone in the team will constantly check on the details in the PPLog and PPLog Schedule to ensure that everything is correct and up-to-date.

1. Major change of dates for Iteration 3

In the process of updating the PPLog to reflect the planned schedule for Iteration 3, we focused too much on the PPLog, thus neglecting the PPLog Schedule. Iteration 3 was started subsequently after checking that the PPLog schedule was correct. When we realised that the dates in the PPLog Schedule did not correspond to the dates in the PPLog, we immediately rectified it to reflect the correct dates. This was an oversight on our part, so to ensure that such mistakes do not happen again, a PPLog Review session will be held together with the Iteration Review at the end of every iteration from Iteration 4 onwards. Everyone will keep and eye on the PPLog and check thoroughly to make sure that all the details in the PPLog and PPLog Schedule are correct.

**Supervisor Meeting 2 Review:**

During Supervisor Meeting 2, supervisor highlighted a mistake for not showing the duration in seconds for Smartphone Overuse Report. Henceforth, the team will check for wiki updates regularly and ensure all project requirements are closely adhered to.

We have also clarified that code clean-up is allowed, hence code clean-up session will be scheduled in Iteration 4.

The meeting was adjourned at 2215. 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