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| **Date:** | 22nd September 2015 (Tuesday) |
| **Time:** | 2.30PM |
| **Venue:** | Meeting Room 4-6 |
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| **Attendees:** | ALL |
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| **Agenda:** | 1. To go through overall schedule |

**Overall Schedule**

Question raised about variable length of iterations.

Variable iteration length was done to ensure that each member is PM for the week of critical assessment weeks

Supervisor mentioned that 3 days of buffer days might not be enough and buffer days should be extended. Schedule should end on project deadline instead of 20th November and git repository will be frozen by then. UAT adjustment schedule should also be cut down as debugging will only take a few days and more days should instead be allocated to buffer instead.

**Critical Path**

Critical path refers to the delay of the entire project if the task is delayed and should be determined based on the number of days taken.

It’s important to track critical paths as it is hard to keep track of everyone’s schedule and progress. Critical path is important as it ensures that the group is on schedule. It also means that no delays should befall the critical path. However, it also means that teams not on the critical path will have a more slack time and have more leeway for delays.

**Iteration Schedule**

Explaining of schedule to supervisor.

Feature Boxing. Need to monitor metrics and adjust schedule according to metrics if the schedule metrics falls below 1. It’s alright to not have code review before supervisor meetings

Regression testing needs to be carried out per iteration. In other words, besides testing the functionality that was implemented for the current iteration, functionalities for previous iterations will also need to be tested.

All grading for the application will be done by verifying with the application on the cloud. In the event that source codes need to be referred to, the instructor will pull down the code from GIT and make it work somehow in order to test it locally.

The meeting was adjourned at 3 pm. 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,

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