Software Engineering Meeting Minutes for 1st September 2017

|  |  |
| --- | --- |
| Date: | 1st September 2017 |
| Start Time: | 1000 |
| End Time: | 1345 |
| Venue: | SOE GSR 4-10 |
| Attendees: | \*CBH, \*\*GMSB, CZR, TMS, DL |
| Agenda: | 1. Fully understand project scope 2. Assign pair programmers for every iteration 3. Assign project manager for every iteration 4. Creating shared resource (combined knowledge document, Install Netbeans & Git) |

\* Project Manager  
\*\* Minutes Taker

1. Fully understand project scope
   1. Read through and discussed the project scope, criteria, requirements.
2. Assign pair programmers for every iteration
   1. Reviewed each of our OOAD results to ensure that every pair is balanced in terms of coding skills. The more experienced of the pair will also be able to help and guide their partner.
3. Assign project manager for every iteration
   1. Assigned our project manager using the suggested template.
4. Creating shared resource (combined knowledge document, Install Netbeans & Git)
   1. Installed all required tools, created all required accounts.
   2. Created an extra shared document where we will input all notes and extra knowledge while we learn new things during SE/self-learn. These will contribute to our SE notes and references which can be utilized for our project.

|  |
| --- |
| TO DO |
| 1. JSP videos 2. Revise MySQL 3. Revise diagram drawing (Logical, Use-case, Sequence) 4. Learn GIT |

Meeting adjourned at 1345hrs. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Brittany Goh

Vetted and edited by,

David Liu