Software Engineering Meeting Minutes for 24th September 2017

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| Date: | 24th September 2017 |
| Start Time: | 1000 |
| End Time: | 1600 |
| Venue: | SIS GSR 3-3 |
| Attendees: | \* CZR, \*\*TMS, DL, CBH, GMSB |
| Agenda: | 1. Review Metric 2. Review Iteration 2 & re-plan schedule 3. Group checking of pseudocode logic |

\* Project Manager  
\*\* Minutes Taker

**Agenda:**

1. Review Metric
   1. Bug Metric = 5
      1. 1 unresolved, high impact bug no.7
      2. Bug No.7 scheduled to be fixed in iteration 3, planned debugging session on 07/10/2017
   2. Schedule Metric = 96
      1. Bootstrap update function not completed, re-plan to Iteration 4
   3. Pair-Programming Metric
      1. Found that pair programming sessions were under planned
      2. Therefore increase estimated time for future task
2. Review Iteration 2 & re-plan schedule
   1. Re-plan iteration schedule for remaining iteration
   2. Update iteration 3 schedule by 24/09/2017 – Zheng Ren
   3. Update remaining iteration schedule by 25/09/2017 - Brit
3. Group checking of pseudocode logic
   1. Basic Location Report (Breakdown by year, Top-k popular places, Top-k companions, Top-k next places)

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| TO DO | Due Date |
| 1. Pushing of meeting minutes by Tan Ming Sheng | 25th Sept 2017 |
| 1. PM review presentation draft – Brit | 27th Sept 2017 |
| 1. Update iteration 3 schedule – Zheng Ren | 24th Sept 2017 |
| 1. Update future iteration schedule - Brit | 25th Sept 2017 |
| 1. Design test case for Top-k popular places, Top-k next places - David | 28th Sept 2017 |
| 1. Design test case for Top-k companions, Top-k next places - Chris | 2nd Oct 2017 |

Meeting adjourned at 1600hrs. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Tan Ming Sheng

Vetted and edited by,

David Liu