Software Engineering Meeting Minutes for 1st October 2017

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| Date: | 1st October 2017 |
| Start Time: | 1015 |
| End Time: | 1605 |
| Venue: | SIS GSR 2-2 |
| Attendees: | CZR, TMS, \*\*DL, CBH, \*GMSB |
| Agenda: | 1. Collaborative check and finalization of PM review slides 2. Re-plan unfinished tasks 3. Reorganize for document submission for 7th Oct 2017 4. Plan for AWS deployment of application |

\* Project Manager  
\*\* Minutes Taker

**Agenda**

1. Collaborative check and finalization of PM review slides
   1. Redone critical path to be more easily read by 2nd October 2017
2. Re-plan unfinished tasks (Basic Location Reports: Breakdown and top-k Companion)
   1. Unfinished tasks to be completed and re-planned on buffer days
   2. Breakdown: additional PP session on 3th Oct 2017 6-8pm (Chris + David)
   3. Top-k companions: additional PP session on 4th Oct 2017 7-9pm (Colin + ZR)
3. Reorganize for document submission for 7th Oct 2017
   1. Heatmap diagrams uncompleted: additional PP session on 4th Oct 2017 1-3pm (Brit)
   2. Class diagrams are to be combined into a single file by 6th Oct 2017 (Brit)
4. Plan for AWS deployment of application
   1. PP session for deployment and debugging of issues on 7th Oct 2017 4-6pm

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| TO DO |
| 1. Complete PM Review slides by 2nd October 2017 (Brit)  2. Combined class diagrams by 6th Oct 2017 (Brit) |

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

Prepared by,

Liu Wenrong David

Vetted and edited by,

Chng Zheng Ren