Software Engineering Meeting Minutes for 8th October 2017

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| Date: | 15th October 2017 |
| Start Time: | 10:05 |
| End Time: | 16:05 |
| Venue: | SIS GSR 3-3 |
| Attendees: | CZR, TMS, \*DL, \*\*CBH, GMSB |
| Agenda: | 1. Review Iteration 4 2. Summarize improvements after PM reviews. 3. Preparation for the demo in week10 4. Update schedule for Iteration 4 and 5 |

\* Project Manager  
\*\* Minutes Taker

**Agenda**

1. Review Iteration 4
2. Summarize improvement after PM reviews.
   1. Planned more specifically
      1. Breaking task down further
      2. Better time estimate
      3. Less unplanned task
      4. Less unfinished task
   2. Planning clear buffer days for iteration (for unplanned issues that crop up)
      1. Iteration5: 4 days
      2. Iteration6: 6 days
   3. Tracking bugs metrics after every PP session
      1. Bugs may be found during PP session
      2. Clear overview of progress
3. Discuss about the critical path.
   1. Redesign the critical path
   2. Arrange consulting meeting with instructor Hong Seng regarding the critical path
4. Update schedule for Iteration 4 and iteration 5
   1. Iteration 4, after deploying the app to AWS, then do the regression testing again.
   2. Iteration 5, add UI design session.

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| TO DO | | |
| Chris | 08-10-2017 23:59 | Do slides for Demo |
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Meeting adjourned at 1605 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chen BiHuang

Vetted and edited by,

Brittany Goh