SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 4th October 2017, Wednesday | |
| **Venue:** | LKS Library Project Room 5-4 | |
| **Present:**  **Agenda:** | Tan Xinyi  Li Yigang  Amos Lee Chun Ing  Rainean  Samantha  PM Review | (PM) |

The group meeting started at 7:30 pm.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **PM Review**  The group prepared the presentation slides and discussed the content for schedule, pm rotation and programming pairs. The group then touched up on their critical paths, schedule and Iteration analysis contents of the presentation slides. Lastly, the group discussed the content of the slides so that everyone knows everything that is placed in the slides. | **Everyone** |
| **2** | **Tasks**  Everyone should review the slides by October 5, 2017 at 11:00 am  Rainean and Xinyi will rehearse their respective parts for the PM Review Presentation |  |
| **3** | **Any other business**  The next meeting has been scheduled to be on Thursday, 5th October 2017, 1000hrs to 1200hrs.  There was no further business, the project manager, Rainean closed the meeting at 2330hrs.    Minutes recorded by: Rainean  Minutes vetted and edited by: Xinyi |  |