SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 19th October 2017, Thursday | |
| **Venue:** | LKS Lib PR 5-6 | |
| **Present:**  **Agenda:** | Samantha Nonis  Li Yigang  Rainean Calubad  Tan Xinyi  Reviewing schedule | (PM) |

Samantha, Project Manager of the Software Engineering Team, commenced the meeting at 1500hrs.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Schedule**  The group agreed that we had to adjust our schedule, placing certain tasks as priority over others due to the submission of slide and video on Monday, before the actual Online Demo on Thursday.  The group and pairs reviewed the timings they could meet to determine when group meetings and pair programming sessions would be held.  As PM, Samantha is to adjust the schedule on google sheets. | **Samantha** |
| **2** | **Any other business**  The next online meeting has been scheduled to be on Sunday, 22nd October 2017, 1600hrs to 2000hrs.  There was no further business, the project manager, Samantha closed the meeting at 1800hrs.    Minutes recorded by: Samantha  Minutes vetted and edited by: Xinyi | **Everyone** |