SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 26th October 2017, Thursday | |
| **Venue:** | Library Proj Rm 3.6 | |
| **Present:** | Samantha Nonis  Amos Lee  Li Yigang  Rainean Calubad  Tan Xinyi | (PM) |
| **Agenda:** | Plan Schedule for Next Iteration | |

Samantha, Project Manager of the Software Engineering Team, commenced the meeting at 1530hrs.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Plan Schedule**  In preparation for the upcoming iteration, the group confirmed the things that needed to be done in week 11 and week 12 respectively.  All members also informed the rest of the group their dates of availability to meet for the next iteration. Meeting dates were set when there was a common timeslot between all 5 members, while pair programming sessions were set when there was a common timeslot between the respective pairs.  Once the sessions were confirmed, tasks were mapped to the sessions.  As PM for this iteration, Samantha will update the schedule according to the word document that Xinyi (PM for next iteration) consolidates. | **Xinyi & Samantha** |
| **2** | **Any other business**  This is the last meeting for the current iteration.  The next meeting has been scheduled to be on Wednesday, 1st November 2017, 1200hrs to 1500hrs.  There was no further business, the project manager, Samantha closed the meeting at 1830hrs.    Minutes recorded by: Samantha  Minutes vetted and edited by: Xinyi | **Everyone** |