SMU-SIS Software Engineering

Meeting Minutes

|  |  |  |
| --- | --- | --- |
| **Date:** | 7th November 2017, Tuesday | |
| **Venue:** | Library Proj Rm 5.2 | |
| **Present:** | Tan Xinyi  Amos Lee  Li Yigang  Rainean Calubad  Samantha Nonis | (PM) |
| **Agenda:** | Code sharing for UAT | |

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

|  |  |  |
| --- | --- | --- |
| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Plan Schedule**  In preparation for the upcoming User Acceptance Test (UAT) milestone, we had a code sharing session with the team to ensure that everyone is clear of the logic and methods used in each function in our application - SLOCA.  There was also a reminder for everyone to complete diagrams (inclusive of use case, class diagram, logical diagram and sequence diagram) allocated to them. The diagrams will be reviewed in the next meeting.  As PM for this iteration, Xinyi will update the schedule for iteration 6 and ensure that preparation is on track for UAT milestone. | **Everyone**  **Xinyi** |
| **2** | **Any other business**  This is the first meeting for the current iteration.  The next meeting has been scheduled to be on Thursday, 9st November 2017, 0900hrs to 1200hrs for UAT preparation.  There was no further business, the project manager, Xinyi closed the meeting at 1800hrs.    Minutes recorded by: Xinyi  Minutes vetted and edited by: Samantha | **Everyone** |