SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 9th November 2017, Thursday | |
| **Venue:** | Library Proj Rm 3.2 | |
| **Present:** | Tan Xinyi  Amos Lee  Li Yigang  Rainean Calubad  Samantha Nonis | (PM) |
| **Agenda:** | UAT Preparation | |

Xinyi, Project Manager of the Software Engineering Team, commenced the meeting at 0930hrs.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Documentation**  In preparation for the upcoming User Acceptance Test (UAT) milestone, the team met up to discuss and standardise what our sequence diagrams should include.    We also met up earlier to ensure that everyone will be on time for UAT milestone. | **Everyone** |
| **2** | **Plan Schedule**  As PM for this iteration, Xinyi will confirm the schedule for iteration 6 and ensure that things are in proper order for the PM for iteration 7. | **Xinyi & Amos** |
| **3** | **Any other business**  This is the last meeting for the current iteration.  The next meeting has been scheduled to be on Tuesday, 14th November 2017, 1530hrs to 1830hrs to align expectations and update schedule for the iteration itself.  There was no further business, the project manager, Xinyi closed the meeting at 1130hrs.    Minutes recorded by: Xinyi  Minutes vetted and edited by: Samantha | **Everyone** |