SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 16th November 2017, Thursday | |
| **Venue:** | Library Proj Rm 5.3 | |
| **Present:** | Amos Lee  Tan Xinyi  Li Yigang  Rainean Calubad  Samantha Nonis | (PM) |
| **Agenda:** | Alignment of Team Goals & Standardization of Diagrams | |

Amos Lee, Project Manager of the Software Engineering Team, commenced the meeting at 1230hrs.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Alignment of Team Goals**  In preparation for the upcoming final push to git, the team discussed the deliverables required as well as the plan for the current iteration. Amos explained the distribution of work and the highlighted that the pair-programming and non-programming metrics are now balanced. Between the highest and lowest, the programming hours do not deviate more than 10% of the average programming hours. |  |
| **2** | **Task Delegation**  The following tasks have been assigned:   * Update Use Case: Amos * Update Sequence Diagram:   + Xinyi     - login     - companions   + Amos     - Bootstrap     - Additional CSV Files   + Rainean     - Breakdown     - Top K Next Place   + Yigang     - Auto Group Detection   + Samantha     - Heatmap     - Top K Popular Places * Update Class Diagram: Samantha * Update Logical Diagram: Samantha * Update Test Plan and Test Cases: Amos * Update Metrics Documents (Bug Metrics): Amos * Final Presentation Slides: Amos   The due date for all these deliverables will be by 18th November 2017, 2359. | **Xinyi**  **Amos**  **Rainean**  **Yigang**  **Samantha**    **Samantha**  **Samantha**  **Amos**  **Amos**  **Amos** |
| **3** | **Any other business**  The next meeting has been scheduled to be on Sunday, 19th November 2017, 1300hrs to 1600hrs for final review before the final push to git.  There was no further business, the project manager, Amos closed the meeting at 1530hrs.    Minutes recorded by: Amos  Minutes vetted and edited by: Xinyi |  |