SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 1st October 2017, Sunday | |
| **Venue:** | LKS Library Project Room 5-3 | |
| **Present:**  **Agenda:** | Tan Xinyi  Li Yigang  Amos Lee Chun Ing  Rainean  Samantha  PM Review Preparation | (PM) |

The group meeting started at 2:00 pm.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **PM Review**  The group further discussed about the schedule of tasks, meetings and pp sessions and updated future iterations more accurately. The group identified the critical paths for each iteration. The group started a draft of the PM Review presentation. The group discussed about adding additional features such as a user profile page. | **Everyone** |
| **2** | **Code Sharing**  Amos and Xinyi shared and discussed how they implemented the Bootstrap functionality so the whole team will know how to continue coding the bootstrap function. Samantha, Yigang and Rainean shared and discussed the code for login feature so that the whole team knows how the login feature works. | **Everyone** |
| **3** | **Tasks**   * Rainean and Yigang will prepare the schedule and bug metrics for PM review presentation by 2 October, 2017. * Samantha will prepare the reasons for PM roles and rotation as well as the reasons for the pp pairs by 2 October, 2017. * Everyone will prepare details on their assigned iteration as a PM for the PM review presentation by 2 October, 2017. * Yigang will push to git by tonight the test case results for the login feature as well as the meeting minutes. |  |
| **4** | **Any other business**  An unplanned meeting for PM review preparation has been scheduled on Monday, 2nd October 2017, 1900hrs.  There was no further business, the project manager, Rainean closed the meeting at 1900hrs.    Minutes recorded by: Rainean  Minutes vetted and edited by: Yigang |  |