**PM review Minutes #1**

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| Meeting Date | 28September 2016 |
| Meeting Time | 3:30pm – 3.40 pm |
| Mode of communication | Face-to-Face |
| Location | Singapore Management University, SIS SR 2-3 |
| Members present | All members were present |
| Agenda | 1. Went through the PM Review Presentation 2. Coordinate and receive feedback for our Project |
| PM review Minutes | Feedback  Questions from professor   1. How do you access the impact of the functionality?   MK: Based on the group functions, we decided the time needed to implement each function🡪 majority of the planning of functionalities was done before any coding was done   1. What’s your buffer period   5 days after UAT   1. Bootstrap🡪 how do you arrive at the span of 8 days?   Bootstrap has a few functionalities so 8 days is just a rough guideline to   1. Feedback🡪    * Presentation could actually cover more information in the slides as we are still under the time🡪    * Overlapping iterations, schedule should be consistent, what is reflected in the slides should also be reflected in the online schedule    * Should give percentage for the Task metric    * Use the pair programming metrics online    * Bug metrics document should be shown in our slides and our calculation should be reflected    * Mitigation is not very concrete as it is not very detailed🡪 what is more? How much more? How do you know you need more time?    * How much time? |
| Follow up: | Mitigation plan for bug metrics is not detailed enough.  Include percentage for task metrics per iteration (in the document)  Update schedule with information from slides |

The meeting was adjourned at 3.40pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,

**Quek Yew Kit**

Vetted and Edited by

**Wilson He**