**Supervisor Meeting #1**

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| Meeting Date | 21 September 2016 |
| Meeting Time | 11:00pm to 11:30pm |
| Mode of communication | Face-to-Face |
| Location | Singapore Management University, Meeting 4-7 |
| Members present | All members were present |
| Agenda | 1. Discuss current progress and past progress 2. Review schedule |
| Meeting Minutes | **Background:**   1. Iteration 2: finished 3 pp tasks on Monday. 2. 1 day to finish critical task (completed).   **Considerations:**   1. Goal for next 2 weeks: iteration 3 (To have done 80% of functions) 2. Hard coding is frowned upon 3. Having good comments per push and commit   **Follow up:**   1. If no debugs, just close off the task 2. Granularity in PP Log (put all tasks in PPLog)– track reaction to changes 3. Admin user to be allowed in the database (check requirements for number of admin accounts) 4. Next supervisor meeting to check codes 5. Log all additional functions before adding into environment. Consult supervisor before dropping functionalities. 6. Can consult help from TAs and profs for code related issues as well. |

The meeting was adjourned at 11.30am. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,

**Eugene Tan**

Vetted and Edited by

**Wilson He**