**Supervisor Meeting #1**

|  |  |
| --- | --- |
| Meeting Date | 26 September 2016 |
| Meeting Time | 11:00pm to 11:30am |
| Mode of communication | Face-to-Face |
| Location | Singapore Management University, Meeting 4-7 |
| Members present | All members were present |
| Agenda | 1. Progress for past 2 weeks 2. Current progress 3. Goals for next 2 weeks 4. Role & Responsibilities 5. Metrics 6. Mitigation Plan |
| Meeting Minutes | **Background:**   1. Iteration 4 (Week 9): Focused on JSON functional requirements & student timetable 2. Iteration 4 (Week 10): Focused on regression testing and deployment to AWS and student timetable   **Considerations:**   1. Goal for next 2 weeks: Iteration 5 (Regression testing, debugging of JSON Update bid and planned to deploy to AWS) 2. Plenty of buffer time till final test/debug on AWS on 9 November   **Follow up:**   1. To apply mitigation plan for pp hours disparity as well as to balance out commit counts 2. Aim to complete all testing before deployment by 29 October 3. To perform more code sharing within the group to allow clearer understanding of structure 4. Think through requirements first before coding out logical solutions so as to minimize the bug count and have missed out any requirements. 5. To check for out of commits commits, since pplog is down, have to go through app folder commits and match manually with the pp timings. |

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,

**Wilson He**

Vetted and Edited by

**Jett Quek**