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| **Date:** | 25/9/2015 |
| **Time:** | 17:40pm |
| **Venue:** | SIS MR 4-4 |
|  |  |
| **Attendees:** | Wang Shuwei, Yong Xiang, Jason Wu, Jeremy, Wu Wei, Lee Yeow Leong |
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| **Agenda:** | 1. Supervisor Meeting |

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|  |  | **Who** | **Due Date** |
| 1 | Edit PM Review slides | Wu Wei |  |
| 2 | Change implement frequency of smartphone access metrics | Jeremy |  |
| 3 | May want to sort iteration in chronological order | Jeremy |  |
| 4 | Make slides more visible | Wu Wei |  |
| 5 | Commit all documents, diagrams | Jason |  |
| 6 | Only need a more interesting iteration for critical path | Wu Wei |  |
| 7 | Changes to bug metrics (refer below) | Wu Wei |  |

Lee Yeow Leong comments:

* A lot in Iteration 2 (Recess Week)!
* Finish all designs first
* Split week 7 & 8?
* Sort by category
* Assign same pair to same functionality (or have independent tasks!)
* Can have pairs doing concurrent independent functionalities
* Sort iteration in chronological order
* To change: Implement frequency of smartphone access metrics
* PM Review slides: **Separate work allocation and PP**
* Take note of slides **visibility**
* **Commit all other documents to G**I**T**
* **Separate Bug List & Bug Metrics**
* Can make use of issue tracker on Git
* Critical path for each iteration is correct; don’t need the buffer on Sunday – PICK A MORE INTERESTING ITERATION! ONLY NEED 1 (*Make sure you understand concept of critical path*)
* “put larger leh”
* Bug metrics – S/N first then Iteration, **talk about which GIT revision it was done and who found + fixed**
* PM Review Slides: Work allocation: Sort by functionalities, difficult to see if there is a fair allocation of work
* Different roles : Developer, Minutes Taker, PM

Prepared by,

TAN Yong Siang

Vetted and edited by,

Jeremy LEE