|  |  |
| --- | --- |
| **Date:** | 01/10/2019 |
| **Time:** | 09.00 am – 11.45 am |
| **Venue:** | SOE GSR 3-5 |
|  |  |
| **Attendees:** | Tan Xin Rong, Steffi  Lim Jie Min  Lim Hui Sin  Ku SeoungLim |
|  |  |
| **Agenda:** | 1. Discuss upcoming pm review  * scheduling and critical path * pm rotations and pp pairings * creating test cases, debugging and updating bug log  1. Plan overall layout of intended user interface for bidding system for next iteration 2. Go through project wiki again to clarify the functionalities to ensure everyone understands requirements |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Due Date** |
| 1 | Finalize schedule for whole project | All present | 03/10/2019 |
| 2 | Iteration 1 – Finish schedule critical path | All present | 02/10/2019 |
|  |  |  |  |
| 3 | Iteration 1 – Finish presentation slides | Steffi | 02/10/2019 |
|  |  |  |  |
| 4 | Daily updates | Steffi | 01/10/2019 |

The meeting was adjourned at 11.45 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lim Jie Min

Vetted and edited by,

Lim Hui Sin