**Minutes for Meeting 4**

**Date**: Friday, 18/09/2015, Week 5

**Attendees**: Jeremy, Nabilah, Shu Wen, Zhi Hui (PM), Darren Tay  
**Time**: 12:30pm – 3:30pm, 6:15pm - 8:15pm

**Venue**: SIS GSR 2-6

**Agenda**

1. SE Logging and Project officially begins!
2. Confirmation of Pair Teams
3. Confirmation of Diagrams – In Preparation for Supervisor Meeting
   1. ER Diagram (With Logic Diagram)
   2. SD Diagrams
   3. UseCase Diagram
   4. Domain Diagram
   5. Class Diagram
4. Complete Schedule (PPLog Plans) – In Preparation for Supervisor Meeting
   1. Task Metric for Schedule (with Critical Path)
   2. Create checklist for each iteration
5. Test Plan
6. Prepare for Supervisor Meeting (PM)
7. Check whether all PMs meet >0 important reviews
8. Continue Iteration 2 – Review and Plan progress
9. Critical Flow Diagram
10. **Prepare for Supervisor Meeting (Week 6)**

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| S/N | Agenda (In details) | Brief Details: | Action By: | Due Date |
| 1 | SE Logging and Project officially begins! | Hurrah!   * Need to take note of all the Github uploads and PPLog uploads and get ready for re-upload after reset. | PM | 21/9/15 |
| 2 | Confirmation of Pair Teams | Same pairs assigned as due to same itieration  Pair 1: Jeremy + Shu Wen  Pair 2: Nabilah and Darren | PM | - |
| 3 | Confirmation of Diagrams | Have to revise, with reference to Prof Yeow Leong’s directions of necessity to be clearer. | P1 | 21/9/15 |
| 4 | Complete Schedule | Rough draft of schedule done on Google Sheet  All team members are to update their schedule by next meeting. | All | 21/9/15 |
| 5 | Test Plan | Every Thursday, the coding pair will deliver whatever has been assigned to them so that PM can do testing before Friday’s meeting.  Testing of Project  Fixing of Bug | PM  P2 | 25/9/15  25/9/15 |
| 6 | Preparation for supervisor meeting (PM) | Prepare  - slides  - metrics | PM | 21/9/15 |
| 7 | Check whether PM meets all important events | All PMs have either a presentation, supervisor meeting or the UAT acceptance Test. | All | 18/9/15 |
| 8 | Continue Iteration 2 | Pair 1: Revise Diagrams + Test Cases  Action: Do up class Diagrams. Develop test cases. Prepare Test file and Test cases  Pair 2: Do Bootstrap + location Diagram  Action: Coding of Bootstrap for following week | P1  P2 | 25/9/15  25/9/15 |
| 9 | Critical Flow Diagram | This has been postponed to the next meeting.  All members are to update their schedule pursuant to instructions in Section 4. | All | 21/9/15 |
| 10 | Prepare for Supervisor Meeting (Wk6) | **Next meeting on 21/9/15, 10pm**  Meeting will involve going through material to present to Supervisor.  Every team member shall revise and understand the schedule. (For building Critical Flow)  Every team member shall see the diagrams and understand what is going on. | All | 18/9/15 |

The meeting was adjourned at 8:15pm. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

Darren Tay

Vetted and edited by,

Tan Zhi HuiAppendix

**4. Complete Schedule**

Refer to:

<https://docs.google.com/spreadsheets/d/1U8LG0BXlGYPczp9xnIFViaP86-Oerd2kIQKZnwwWPG4/edit#gid=767896174>