**Minutes for Meeting 9**

**Date**: Friday 23/10/2015

**Attendees**: Jeremy, Nabilah, Shu Wen, Zhi Hui, Darren Tay (PM)  
**Time**: 1.25pm – 5pm, 6pm– 11.30pm

**Pairs (Current):**

1) Jeremy + Zhi Hui   
2) Shu Wen + Nabilah

**Venue**: SMU SIS GSR 2-5, SMU Library Project Room 4-18

**Agenda**

1. Completion of Iteration 4 (Wrap-Up)
   1. Status update (Task metrics)
   2. Pushing of Function based on Task Metrics
   3. Bug Metrics
   4. Code Sharing
2. New PM and Pairs for Iteration 5
3. Discussion on the new Requirement
4. Confirmation of Iteration 5 schedule
5. Critical Path for following iteration
6. Preparation for next supervisor meeting
7. Agenda for the next meeting

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| S/N | Agenda (In details) | Brief Details: | Action By: | Due Date |
| 1a | Status update for Iteration 4 | Go through task metrics to see whether the tasks for the functions are completed.  Currently behind schedule. | PM | 23/10/15 |
| 1b | Mitigation Plan for 1a | Mitigation plan - Incomplete tasks need to be pushed to the next iteration  Debugging of Overuse Report   * Social Activeness Function * Testing of Top K Report * Build Additional Test cases for Top K Report * Debugging of Top K Report * Debugging of Basic App * Debugging of Heatmap | PM | 23/10/15 |
| 1c | Bug Metrics | Bug Metrics: 8  Mitigation plan: Bugs to be fixed in iteration 5 under debugging | PM assigned to next iteration P1 | 23/10/2015 |
| 1d | Code Sharing | Code sharing session for the rest to understand all the functions that are coded in iteration 4 | Pair 1 & Pair 2 | 23/10/2015 |
| 2 | New PM and Pairs for Iteration 5 | PM: Shuwen  Pair 1: Darren + Zhi Hui  Pair 2: Nabilah + Jeremy | All | - |
| 3 | Discussion on the new Requirement | New Requirement group into 3 tasks   * Changes to Bootstrap function * Changes to Basic App function * Changes to Location delete function | All | - |
| 4 | Confirming of Iteration 5 schedule | Schedule to be re-arranged as some functions are passed and the new requirements to iteration 5  Both pairs to name their dates and times to complete each of their functions, Pm will reschedule accordingly.  Pair 1: Darren + Zhi Hui   * Changes to Bootstrap function * Changes to Location delete function * Social Activeness function   Pair 2: Nabilah + Jeremy   * Debugging of Top K Report * Debugging of Basic App * Debugging of Heatmap * Changes to Basic App function * Deugging of Overuse | PM | - |
| 5 | Critical Path | To be revised based on the new requirement | PM | 23/10/2015 |
| 6 | Preparation for next supervisor meeting | Do up the slides for the upcoming supervisor meeting | PM | 25/10/2015 |
| 7 | Schedule for Next Meeting | The next meeting will take place on Friday and review our work done throughout the week. | All | 30/10/2015 |

The meeting was adjourned at 12pm, Saturday 24/10/2015. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

Tan Zhi Hui

Vetted and edited by,

Darren & Shu Wen