**Minutes for Meeting 7**

**Date**: Friday 09/10/2015

**Attendees**: Jeremy, Nabilah (PM), Shu Wen, Zhi Hui, Darren Tay  
**Time**: 2:00pm – 10:00pm (6 hours)

**Pairs (Current):**

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

**Venue**: SMU Library Project Room 2.1, SMU SIS GSR 2-5

**Agenda**

1. Completion of Iteration 3 (Wrap-Up)
   1. Status update (Task metrics)
   2. Pushing of Function
   3. Errors, problem faced and its resolve method
2. New PM and Pairs for Iteration 4
3. Confirmation of Iteration 4 schedule
4. Bug Metrics and Mitigation plan
5. Critical Path
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 3  Current Task metrics: 83% | Go through task metrics to see whether the tasks for the functions are completed. Currently behind schedule. | PM | 09/10/15 |
| 1b | Mitigation Plan for 1a | Mitigation plan - Incomplete tasks need to be pushed to the next iteration  - Basic App Json, UI, Logic  - Testing of basic App report  - Testing Delete location  - Debugging of bootstrap | PM | 09/10/15 |
| 1c | Error, problems and resolution | 1. Forget start pplog (login/heatmap)    1. This pair started coding in this iteration; not familiar to PPlog    2. Will ensure the tasks is always started before pp 2. Forget stop PPlog(basic app)    1. Too many PPlog sessions (overlook)    2. Will deduct 4.12 hours while calculating pair hours/time taken 3. Bootstrap schedule overrun    1. Severely underestimated complexity of bootstrap       1. Special characters       2. Large file size       3. Out of memory errors       4. Change in implementation 4. Edited schedule    1. (some changes in functions scheduling)       1. Because boostrap is pushed back and smartphone usage heatmap was faster than planned       2. Anticipate ‘bootstrap pair’ unable to complete the next function if not swapped    2. Change type from programming to non-programming ( for testing task) | - | - |
| 2 | Roles for iteration 4 | PM: Darren  Pair 1: Jeremy + Zhi Hui  Pair 2: Nabilah + Shu Wen | All | - |
| 3 | Bug Metrics | Bug Metrics: 11  Mitigation plan: Stop and do bug squashing before the next iteration pair starts coding. | PM + Jeremy | 12/10/2015 |
| 3 | Confirming of Schedule | Schedule to be re-arranged as some functions are passed to iteration 4  Both pairs to name their dates and times to complete each of their functions, Pm will reschedule accordingly.  Pair 1: Jeremy Ong + Zhi Hui  Basic App, Social Activeness  Pair 2: Nabilah + Shu Wen  Top K and Smartphone Overuse | PM | - |
| 5 | Critical Path | To be revised based on the advise given by the supervisor during the project management review | PM | 12/10/2015 |
| 6 | Preparation for supervisor meeting | Do up the slides for the upcoming supervisor meeting | PM | 12/10/2015 |
| 7 | Schedule for Next Meeting | The next meeting will take place on Friday and review our work done throughout the week. | All | 16/10/2015 |

The meeting was adjourned at. 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 & Nabilah