**Minutes for Supervisor Meeting 1**

**Date**: Wednesday, 23/09/2015

**Attendees**: Jeremy, Nabilah, Shu Wen, Zhi Hui (PM), Darren Tay  
**Time**: 3:30pm – 4:00pm

**Venue**: SIS MR 4-5

**Agenda**

1. Git is not following the PPT Slides Iteration 1
2. Planning
3. Roles for iterations
4. Presentation Issues
5. PPLog
6. Bug Logging
7. Time Boxing
8. Project Schedule
9. Others

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| S/N | Agenda (In details) | Brief Details: | Action By: | Due Date |
| 1 | Git is not following the PPT slides Iteration 1 | 1. Git not following with Iteration 1? 2. App folder must be called app. 3. Tortoise must install? 4. Directory structure not following the wiki. Root folder must immediately follow. | All | 25/09/15 |
| 2 | Planning | 1. Is the schedule realistic? | All | 25/09/15 |
| 3 | Roles for iterations | No problems | Done | - |
| 4 | Presentation Issues | Iteration just needs to state on time or not.  Need just one number for the iteration.  Those that need to take screenshot, instead just draw graph.  PM Review slides instead of table should show graph. Really small to see without graph.  Draw a line and show all the milestones. Up down and show iteration 1, 2.  Follow the order of the wiki. Show an overview of the functionalities and how the work distribution is like and that every individual is doing equal amount of work. | All | Future Slides (eg. PM review 7) |
| 5 | PPLog | PPLog has to be completed. | All | 23/09/15 |
| 6 | Bug Metrics | Bug Metrics and Bug List should be separated. Bug List shows who fixed, which revision etc. so that it is easier to undo.  Can try using GitLab to do an issue request.  3 files on ripple. PP Metrics is optional.  Bug list: issue tracker or excel spreadsheet. | All | Future uses |
| 7 | Time Boxing | If the iteration cannot finish, should the task be pushed to a different pair or same pair?  Decided by team. Make sure that least one of the member is an individual who did the coding in the previous iteration. | All | 23/09/15 |
| 8 | Project Schedule | Break things down into 1 – 3 days and assign enough hours for each task. Log down the task time frame and not that all tasks needed for the iteration are running concurrently.  Eg. Bootstrap without validation (1st Task) Bootstrap UI (2nd Task) etc.  Coding only starts week 5, however the bootstrap is only starting from 23/09/15 – 25/09/15. Forecast that bootstrap will push to next iteration. | All | 25/09/15 |
| 9 | Others | Take note of functionalities. | All | - |

The meeting was adjourned at 4:00pm. 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 Hui