**Minutes for Supervisor Meeting 3**

**Date**: Wednesday, 28/10/2015

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

**Venue**: SIS MR 4-5

**Agenda**

1. Difference between a task and subtask
2. Time estimated for Change Requirements
3. Task metrics
4. Close readers and statements
5. Optimization of Code
6. Overuse JSON
7. Uploading of files
8. External Libraries
9. Others

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| S/N | Agenda (In details) | Brief Details: | Action By: | Due Date |
| 1 | Task and Subtask | 1. Be clear what a task is and what a subtask is. 2. Show clearly what you are calculating: Task or subtask 3. What makes up a task? How many subtasks? What is the breakdown? | All | 28/10/15 |
| 2 | Time estimated to work on Change Requirement | 1. When did the change requirements come into effect? If before, have changes been made? 2. How long will the change requirement take? 3. Has the schedule been duly updated? 4. What is the strategy for implementation? 5. How to handle the change in requirements? For eg. The handling of ordering of fields? Storing into array and retrieve based on input? | All | 28/10/15 |
| 3 | Task metrics | 1. Minimalistic is best. Don’t confuse the audience. Only show the % of what has been achieved in the CURRENT iteration since everything (all tasks uncompleted) have been pushed over by now. | All | 28/10/15 |
| 4 | Close statements and readers. | 1. Please remember to close your statements and readers. 2. Use a finally after try-catch if necessary. 3. If never close, will leak connection. | All | 28/10/15 |
| 5 | Optimization of code | 1. What is the purpose of autocommit? 2. What have you done to optimize code?   Eg. Removed loops, try-catch, redundancies, single connection, Batch statements, in-memory processing? | All | 28/10/15 |
| 6 | Overuse JSON | Why is the overuse JSON not completed? | Nabilah, Shuwen | 28/10/15 |
| 7 | Uploading of files | Is the uploading of files done by In-memory processing or by writing elsewhere or by taking in the entire file?  Consider for further optimization of code. | All | 28/10/15 |
| 8 | External libraries | 1. Be clear if your library is in the “libraries” folder or in other folders. (For example, Bootstrap is loaded onto folders alongside the project) 2. Be clear of the difference of .css and .js. (jQuery also) Which is used for what function. 3. Why store bootstrap.css into the WEB-INF folder. 4. How is the external libraries called? Which folder is being referenced? | All | 28/10/15 |
| 9 | Others | Please study for lab test. | All who failed | 28/10/15 |

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,

Jeremy Ong

Vetted and edited by,

Shu Wen