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| **Date:** | 5th October 2017 |
| **Time:** | 1520-1800 |
| **Venue:** | SOE CR3-4 |
|  |  |
| **Attendees:** | Everyone |
|  |  |
| **Agenda:** | 1. Make changes to schedules based on the feedbacks from the PM review 2. Jorden explain logics of the code |

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| --- | --- | --- | --- |
|  |  |  | **Due Date** |
| 1 | Add testing to all critical path | Jorden | 5th October |

2 Add testing to project schedule FengFeng 5th October

3 Add test cases and test documentation to git Eugene, Jane 5th October

4 Create task metrics Jane 5th October

5 Remove duplicate minutes Weiling 5th October

6 Find the missing git commit in drive Weiling 5th October

7 Break down tasks to smaller tasks on Critical Jorden & FF 5th October

path and schedule

8 Change attended to attendees Eugene 5th October

9 Bug metrics Eugene 5th October

10 Send email link to google drive Jane 5th October

The meeting was adjourned at 3.20 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yang Fengfeng

Vetted and edited by,