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| **Date:** | 13 October 2017 |
| **Time:** | 07:00 am – 10:00pm |
| **Venue:** | Li Ka Shing Library Proj. Rm 4-06 |
| **Attendees:** | Xu Ying (Project Manager), Andy, Daniel, Hani, Hong Yuan |
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| **Agenda:** | 1. Finalise bootstrap function, integration report function with heatmap 2. Testing of bootstrap function and integrated report function 3. Coding automatic group identification GUI 4. Testing automatic group identification GUI 5. Deploy the app to the cloud 6. Update test cases and test results 7. Update task metrics and bug metrics 8. Discuss current iteration and next iteration |
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|  | | | **Due Date** |
| 1. | Code automatic group identification (AGI) function | Daniel & Xu Ying | 20 Oct |
| 2. | Test AGI function | Daniel & Xu Ying | 20 Oct |
| 3. | Deploy AGI function to cloud | Daniel & Xu Ying | 20 Oct |
| 4. | Code web service and JSON | Andy & HongYuan | 20 Oct |
| 5. | Test web service and JSON | Andy & HongYuan | 20 Oct |
| 6. | Deploy web service and JSON to cloud | Andy & HongYuan | 20 Oct |

The meeting began at 7.00am.

We started off the meeting by pulling the last version of the software from git. Afterwards, they started to test their assigned functions searching for any potential bugs that might exist. We firstly tested Bootstrap function. Subsequently, we tested the integration basic location report function with heatmap, and then we tested the automatic group identification GUI. Lastly, we tested the whole app and deployed it to the cloud. After solving all the bugs in the testing, we then updated both our test case & results as well as task & bug metrics.

Subsequently, we started go through our next week schedule and booked the rooms for meeting. Finally, we ended off the meeting by assigning tasks to both pair programming team with a deadline on 20 October 2017.

The meeting was adjourned at 10.00pm. These minutes will be circulated and adopted if there are no amendments reports in the next three days.

Prepared by,

Xu Ying

Vetted and edited by,

**Hani**