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| **Date:** | 27 October 2017 |
| **Time:** | 03:00 pm – 11:00pm |
| **Venue:** | Li Ka Shing Library Proj. Rm 4-6 |
| **Attendees:** | Hani (Project Manager) Andy, Daniel, Xu Ying, Hong Yuan |
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| **Agenda:** | 1. Coding JSON automatic group identification (AGI) function 2. Testing JSON automatic group identification (AGI) function 3. Integration of application 4. Update test cases and test results 5. Update task metrics and bug metrics |
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|  | | | **Due Date** |
| 1. | Coding automatic group identification (AGI) function | Xu Ying & Hani | 3 Nov |
| 2. | Test automatic group identification (AGI) function | Xu Ying & Hani | 3 Nov |
| 3. | Coding JSON automatic group identification (AGI) | Xu Ying & Hani | 3 Nov |
| 4. | Test JSON automatic group identification (AGI) |  | 3 Nov |
| 5. | Integrate automatic group identification | Xu Ying & Hani | 3 Nov |
| 6. | Integrate the app | Xu Ying & Hani | 3 Nov |
| 7. | Test the app |  | 3 Nov |
| 8. | Deploy the app to the cloud |  | 3 Nov |
| 9. | Prepare for UAT presentation |  | 3 Nov |

The meeting began at 3.00pm.

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 the JSON automatic group identification function. Subsequently, we tested the tested the JSON automatic group identification function. 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.

We then 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 3 November 2017.

The meeting was adjourned at 11pm. These minutes will be circulated and adopted if there are no amendments reports in the next three days.

Prepared by,

Hani

Vetted and edited by,

**Hong Yuan**