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| **Date:** | 03 November 2017 |
| **Time:** | 03:00 pm – 11:00pm |
| **Venue:** | Li Ka Shing Library Proj. Rm 4-07 |
| **Attendees:** | Hong Yuan (Project Manager) Andy, Daniel, Xu Ying, Hani |
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| **Agenda:** | 1. Coding JSON automatic group identification (AGI) function 2. Integration of application after testing 3. App redeployment after testing 4. Prepare for UAT presentation |
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|  | | | **Due Date** |
| 1. | Understand and discuss the comments of UI and functions |  | 10 Nov |
| 2. | Improve UI and functions according to comments from UAT | Andy & Daniel | 10 Nov |
| 3. | Debugging and testing using user-specified tests from UAT |  | 10 Nov |
| 4. | Integration after debugging and testing | Andy & Daniel | 10 Nov |
| 5. | App redeployment after testing |  | 10 Nov |
| 6. | Update test cases and test results |  | 10 Nov |
| 7. | Update task metrics and bug metrics |  | 10 Nov |
| 8. | Update meeting minutes |  | 10 Nov |
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The meeting began at 3.00pm.

We started off the meeting by pulling the last updated version of our project application from git. The pair programming team first coded the JSON automatic group identification function. Subsequently, we tested the updated JSON automatic group identification function. Lastly, we tested our whole application and did an integration of application on the localhost first before deploying it to the cloud.

Moving on, we went through our schedule for next week and booked the rooms for meeting. Finally, we ended off the meeting by assigning tasks to both pair programming team with a deadline on 10 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,

Hong Yuan

Vetted and edited by,

**Andy**