|  |  |
| --- | --- |
| **Date:** | 13 November 2019 |
| **Time:** | 12:00 PM to 3:00 PM |
| **Venue:** | SIS Classroom B1-1 |
|  |  |
| **Attendees:** | Christine, Wang Ting, Lifu, Yu Liang, Tee Yong |
|  |  |
| **Agenda:** | 1. PM Handover 2. Discuss Progress 3. Discuss Critical Path for iteration 5 4. Schedule timeline for iteration 5 5. Schedule PP sessions 6. Debugging 7. Set up the next meeting |

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Agenda** | **Person-in-charge** | **Due Date** |
| 1 | PM handover | Yu Liang, Tee Yong | 12/11/19 |
| 2 | Discuss Critical Path | All | 12/11/19 |
| 3 | Schedule Iter 5 timeline | Yu Liang | 12/11/19 |
| 4 | Schedule PP sessions | All | 12/11/19 |
| 5 | Debugging | All | 12/11/19 |
| 6 | Commit minutes | Tee Yong | 13/11/19 |

The meeting was adjourned at 3:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Tee Yong

Vetted and edited by,

Yu Liang