**Minutes 1**

|  |  |
| --- | --- |
| **Date:** | 27th September 2013 |
| **Time:** | 1500-1600 |
| **Venue:** | SIS level 3 |
| **Attendees:** | Lee Yeow Leong, Pang Zi Qi, Kong Yu Ning, Kevin Onggo, Nyein Su Aye, Nicholas Lee |
| **Agenda:** | Supervisor Meeting |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** | **Person-in -charge** | **Due Date** |
| 1. | Presented on the goals, product, and progress of the team. | Pang Zi Qi | - |
| 2. | Project Supervisor highlighted 3 points about the project schedule:   1. The schedule should have a buffer at the end of project to cater for overrun in time. 2. In addition, he also stated that the functionalities should be clearer and more granular with the timing for each task ranging from about 1 – 3 days. 3. Project Supervisor suggested to even out the timing of iteration 5 and 6 to allow for easier tracking, and at the same time give a more equal airtime to the project managers. | Team G1T3 | Before PM Review |
| 3. | Project Supervisor requested for the team to have their application deployed on Openshift before the next supervisor meeting. | Team G1T3 | Before next supervisor meeting |

The meeting was adjourned at 3.45 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Kong Yu Ning

Vetted and edited by,

Pang Zi Qi