**Minutes 2**

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| **Date:** | 11th October2013 |
| **Time:** | 1500-1545 |
| **Venue:** | SIS level 4 (MR 4.7) |
| **Attendees:** | Lee Yeow Leong, Pang Zi Qi, Kong Yu Ning, Kevin Onggo, Nyein Su Aye, Nicholas Lee |
| **Agenda:** | Supervisor Meeting 2 |

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|  | **Action** | **Person-in -charge** | **Due Date** |
| 1. | Presented on the progress and milestones of the group | Kong Yu Ning | - |
| 2. | Project Supervisor gave several relevant advice in relation to the team’s administrative matters:   1. When pushing functions to another iteration, the team should explicitly state how it will affect the next iteration. 2. Each project programming tasks should only be allocated to 2 personnel. 3. For pair programming metrics, it is more beneficial to show the PPI for each task rather than using the average for the whole iteration. 4. Team should think of the dependency of each programming tasks before the start of the iteration. | Team G1T3 | Before PM Review |

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,

Nicholas Lee

Vetted and edited by,

Kong Yu Ning