Minutes 5

Meeting of: Superstars

Held at: ERC Lower Ground Floor

Date: 16/05/17

From: 6:15pm – 7:15pm

Opening:

The regular meeting of the Superstars was opened at 6:15pm on 16/05/17 in ERC by Kuan Qian.

Present:

Kuan Qian, Sheng Wu, Zheping Liu, Ao Li, Lilian Chan

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

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| --- | --- | --- | --- | --- | --- |
| Project Plan: Week 9, Date 01/05/17 | | | | | |
| Task | Resources | Estimated Time | Actual Time | Completed | Comment |
| |  | | --- | | Review business objectives | | Kuan | 3 hours | 3 hours | yes | All good   |  | | --- | |  | |
| Select features to be released and provide reasoning | Sheng | 5 hours | 5 hours | yes | All good |
| Create sprint backlog | All | 5 hours | 5 hours | yes | All good |
| Plan features to be released | All | 5 hours | 5 hours | yes | All good |

The minutes plan for this week meeting.

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| --- | --- | --- |
| Task | Resources | Estimated Time |
| Verify accuracy of estimates | All | 2 hours |
| Plan feature completion dates | Sheng | 2 hours |
| Plan feature implementation dates | All | 1 hour |
| Document risks by feature | All | 2 hours |
| Review effort estimations(PMP) | All | 2 hours |
| Monitor team velocity(PMP) | Ao | 1 hour |
| Review effort estimations(SDLC) | Zheping | 2 hours |
| Predict team velocity(SDLC) | Ao | 1 hour |
| Monitor scope creep | All | 1 hour |

Next meeting

There is no further meeting planned.