Fifth Meeting |Minutes

Date 12th September 2017 | Time allotted *3.30-6.30* | Venue *KGC Library PR 4-04*

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| |  |  | | --- | --- | | Meeting called by | Shreyas | | Type of meeting | Bootstrap Sequence Diagram  Breakdown report Sequence Diagram  Top K report Sequence Diagram  PM review | | Facilitator | Joel | | Note taker | Ming Xuan | | Timekeeper | Joleen | | **Attendees:**  Joel  Joleen  Amanda  Shreyas  Ming Xuan  **Absent:**  None |

# Agenda topics

## Time allotted | *1530 - 1615* | Agenda topic *Bootstrap sequence diagram* | Presenter *Joel & Ming Xuan*

**Discussion Conversation**

1. Mapped out basic sequence diagram for bootstrap feature based on class diagram.
2. Mapped out sequence diagram for added functionality of adding ‘.csv’ files into the system.

**Conclusion Closing**

1. Sequence diagram to follow class diagram functions and functionalities.
2. To be changed accordingly should there be sequence mismatch when coding application.
3. In the event wiki is updated. Always double check to ensure sequence diagram matches classes and logic flow.
4. In the event of mismatch, PM to reorganise and call for emergency meeting to rectify sequence diagram.

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| Action items | Person responsible | Deadline |
| To plan Pair programming for function | Shreyas | 22 Sept 2359 |

## Time allotted|*1700 - 1740*|Agenda topic *Breakdown report sequence diagram* |Presenter *Joel and Ming Xuan*

**Discussion Conversation**

1. Mapped out basic sequence diagram for report generation feature based on class diagram.
2. Need to take extra caution when programming requirements stated by the user.

**Conclusion Closing**

1. Sequence diagram to follow class diagram functions and functionalities.
2. To be changed accordingly should there be sequence mismatch when coding application.
3. In the event wiki is updated. Always double check to ensure sequence diagram matches classes and logic flow.
4. In the event of mismatch, PM to reorganise and call for emergency meeting to rectify sequence diagram.

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| Action items | Person responsible | Deadline |
| To plan Pair programming for function | Shreyas | 22 Sept 2359 |

## Time allotted|*1700 - 1815*|Agenda topic *Top K report Sequence Diagram* | Presenter *Joleen and Amanda*

**Discussion Conversation**

1. Mapped out basic sequence diagram for Top K feature based on class diagram.
2. Need to figure out how to prevent duplicate results when sieving user data in top K place.

**Conclusion Closing**

1. Sequence diagram to follow class diagram functions and functionalities.
2. To be changed accordingly should there be sequence mismatch when coding application.
3. In the event wiki is updated. Always double check to ensure sequence diagram matches classes and logic flow.
4. In the event of mismatch, PM to reorganise and call for emergency meeting to rectify sequence diagram.

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| Action items | Person responsible | Deadline |
| To plan Pair programming for function. | Shreyas | 22 Sept 2359 |

## Time allotted|*1815 - 1830*|Agenda topic *PM review* | Presenter *Shreyas*

**Discussion Conversation**

1. Reviewed last planned iterations and decided the need to compact the time for programming some functionalities.
2. More time needed to find out how to code bootstrap as well as heatmap
3. Need to consolidate documentation in lieu of approaching week 7 deadline.
4. Booking of venue for discussions need to more consistent

**Conclusion Closing**

1. PM to act on documentation and scheduling
2. Weekly rotation plan for booking hours to be set on telegram.

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| Action items | Person responsible | Deadline |
| Consolidate and update PM schedule and documents to be sent for submission. | Shreyas | 22 Sept 2359 |