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| S/N | Task | Details |
| 1 | Check and Update Metrics | PM to check and update daily or every two days:   * Bug Metrics * Task Metrics * PP Metrics |
| 2 | Minutes | Take down minutes for every team meeting  Push to GIT within 24 Hours |
| 3 | Diagrams | Update diagram when necessary   * Diagram versioning i.e. class diagram |
| 4 | Include Integration Testing | Bugs found during integration to be logged in Bug Log |
| 5 | Test Plan & Test Case | Test Plan   * Objective of the test * How you intend to test   Test Case (Documents by functions, folders by test Iteration)   * Include expected and actual * Failed/success * Function/Test number * Log date of test results   Document Integration Testing   * Test case for integration   Test EVERYTHING   * Defense coding |
| 6 | Deploy to AWS | Deploy every time substantial coding has been done |
| 7 | GIT Schedule Team meetings | Have minutes for it |
| 8 | Bug Metrics | To include   * Total count * Current count * Mitigation plan * Test case number it was found by |
| 9 | Project Journal | Project Journal Document   * Track changes in the PPLog schedule * Major learning point * Issues faced -> how we react to it |
| 10 | Task Metrics | Include expected completion date of individual tasks |
| 11 | Changes | ITS OKAY TO MAKE CHANGES TO GIT / PPLOG  As long as you can **EXPLAIN IT** |
| 12 | All changes to APP folder needs to have a PPSession for it | Can create ppsession to clean up folder etc. |
| 13 | Plan out all PPTasks for the iterations (pair programming timings) | Specific timings don’t really matter |

Meeting was adjourned at 4.30pm

Prepared by,

Cheryl