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| **Date: 11 October 2016**  **Time: 15:30**  **Venue: SIS Level 2 SR2-2**  **Week: 9** |

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| **Attendees:** | |
| 1.Assoc Prof Rajesh | √ |
| 2.Ong Hong Seng | X |
| 2. Regan Seah | √ |
| 3. Aloysius Lim | √ |
| 4. Cheryl Lim | √ |
| 5. Chen Hui Yan | √ |
| 6. Haseena | √ |

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| **Team Comments During Application Demo** | |
| **No.** | **Agenda** |
| 1 | Demonstration of Application   * Bootstrap Functionality * Add Bid Function * Drop Bid Function |
| 2 | Progress update as of PM Review   * Change in PM assignment * Rescheduling of tasks * Task Metrics * Bug Metrics * PP Metrics * Mitigation Plans |

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| **Things To Note** | |  |
| **No.** | **Description** | **Assign to** |
| 1 | Everyone should know everything that is put into GIT | Everyone to note |
| 2 | Deployed instance MUST BE “App” | Everyone to note |
| 3. | Don’t do 3 person checking to mitigate bugs. Come up with a check list and test cases that everyone can run instead. | Everyone to note |

**The meeting was adjourned at 18:00.**

**Prepared by,**

**Cheryl Lim**