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| **Title : Supervisor Meeting 1 with Assoc Prof Paul Griffin**  **Date: 21 September 2016**  **Time: 12:00**  **Venue: SIS Level 4 MR 4-7**  **Week: 6** | |
| **Attendees:** | |
| 1.Assoc Prof Paul Griffin | √ |
| 2. Regan Seah | √ |
| 3. Aloysius Lim | √ |
| 4. Cheryl Lim | √ |
| 5. Chen Hui Yan | √ |
| 6. Haseena | √ |

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| **Points Discussed** | |
| **No.** | **Point** |
| 1 | Presented to Prof Paul on the various iterations and team progress |
| 2 | Query was clarified that diagrams can be constantly changed |
| 3 | Feedback was given by Prof to split tasks into smaller parts so that its more granular |
| 4 | Need to alter test metric for timeboxing |
| 5 | Stick to requirements in project specification for validation, add on more only after basic tasks have been done |
| 6 | Documentation can be pushed by anybody and at anytime |
| 7 | Anything that is in app folder has to be pushed during pp session |
| 8 | Create a separate task for debugging, bug fixes (bug fixing session). After task is completed and bugs are founded, then it should be included in bug metrics. |
| 9 | PPlog schedule should be until iteration 5. According to this format, will the pm or next pm be able to manage early deviations from schedule and impacts. |
| 10 | Split the pair programming by commits, balance the commits during PP tasks. Everyone has a good number of commits |

**The meeting was adjourned at 12:30.**

**Prepared by,**

**Regan Seah**