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| **Title : Supervisor Consultation with Assoc Prof Paul Griffin**  **Date: 5th October 2016**  **Time: 12PM-1:30PM**  **Venue: SIS Level**  **Week: 8** | |
| **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** | |
| **1.** | **Q: Discussed if it is possible to re-schedule tasks in iteration, because the servlet scheduled takes 11hours but we want to reschedule it to be 3hours in total timing.**  **A: After further discussion, prof agrees that we are supposed to shift around and that it is okay to make changes to the current running iteration as long as there are valid reasons due to over-estimation or under estimating of the time.** |
| **2.** | **Q: Based on the 11hours, how are the hours spent?  A:In order to fill in the overhead, it is possible to shift forward the iterations from iter 4 to 3. Create new pplog session and create new task in that iteration.** |
| **3.** | **Q: Can we change the pair programming for the following iterations?  A:If pair programming changes as planned, remember to explain the reasons during the presentations where stronger programmer is paired with the less stronger programmer.** |
| **4.** | **When there is an integration of codes between two different pairs of programming pairs, if the codes are not aligned and there is a need to edit the codes from the previous pair’s codes while the codes are in your local repository, pairs do not need to create a new session. Just make a note during commit.  However, if the pair session has ended and the project has been pushed, create a separate debug session and make the changes before pushing the project to the git.** |
| **5.** | **Q: If there is an out of session commit where the file is not relevant to the project and will not be worked on in future, can we just remove it?**  **A: It is better it create a session and delete it while calling it “Folder clean-up” or “fix-repository”** |
| **6.** | **Q: Is our schedule okay seen in the git schedule?**  **A: Planning based on specific detailed task is good even though it not general to the function level because there is more flexibility to move around but there might be more overhead, so you have to be careful on that.** |
| **7.** | **Q:Comments Given by Prof regarding our documentation?**  **A: i) Format of Bug metric to be split into iterations and should contains the date.  ii) Test cases should contains integrationTestNo & (test Case + expected results+ actual results) iii) Test Plan should consist of the objective where logging of test cases which have been run and contains integration testing iv) Test Results should contain test numbers, date, results, and author** |
| **8.** | **Test Case 🡪 Test Plan 🡪 Record Test Results in Test Case🡪Bug Metrics (Mitigation approach to be added into minutes and presentations)** |
| **9.** | **While doing test cases, remember to log bugs into the bug metric** |
| **10.** | **After each significant changes in code, remember to deploy and run test cases on the AWS after running the test cases in the local repository** |
| **11.** | **It is better to have good estimation with some buffer hours in the buffer day for the iteration,** |
| **12.** | **PM is to frequently check on the progress on the bug metric, test plan and test cases.** |
| **13.** | **Q: Should the diagrams be overwrite when uploading into the git repo?**  **After every edits to the diagrams such as class diagrams, it is better to create different versions and log in the changes when committing. (For easier reference, logging in a text file with changes made will be easier to track)** |
| **14.** | **Remember to update minutes 24hours after occurrence, such as the knowledge sharing session, supervisor meeting and internal relevant team meetings** |

**The meeting was adjourned at 1:30PM.**

**Prepared by,**

**Haseena Banu**