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| **Date:** | 18 October 2019 |
| **Time:** | 12:00 PM – 2:00PM |
| **Venue:** | LKCSB SR 1.1 |
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| **Attendees:** | Goh Soo Chi, Wong Wei Ling, Lim Jia Yu, Beh Wei Chen, Shermin Tan |
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| **Agenda:** | 1. Plan for the completion of all functions by the end of next week  2. Split the remaining functions into tasks and allocate it evenly to everyone |

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| **No.** | **Task** | **Done by** | **Due Date** |
| 1 | Clear round function (round 2) and combine with round 1 clear function | Wei Chen, Jia Yu | 21 October 2019 |
| 2 | View bidding function | Soo Chi, Wei Ling | 22 October 2019 |
| 3 | Determine the critical path of Iteration 3 planned schedule | Shermin | 20 October 2019 |

It was decided that we will aim to complete all remaining required functionalities by the end of next week, more specifically 24th October 2019. Afterwards, all efforts will go into creating comprehensive testcases and debugging sessions to uncover and fix validation and code errors. By the end of Iteration 3, the app and testcases should respectively be 100% and 80% complete.

**Tentative Functionality/Task Allocation**

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| **Wei Chen & Jia Yu** | **Soo Chi & Wei Ling** | **Shermin** |
| Clear round function (round 2) and combine with round 1 clear function | View bidding function | Deploy app |
| Dump table, user, bid, section json checker | Start round, stop round json checker | Prepare for UAT |
| Prepare test cases | Prepare testcases | Prepare testcases |
| Debug app (local and remote) | Run testcases + Regression testing & prepare bug metric |  |

The meeting was adjourned at 2pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Chen

Vetted and edited by,

Shermin