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| **Date** | 29th September 2019 |
| **Time** | 1400hrs - 1730hrs |
| **Venue** | SIS Project Way |
| **Attendees** | Bao Xian, Xiao Binn, Tricia, Yan Ning and Casper |
| **Agenda** | 1. Bootstrap & Login Validations (Coding Session) 2. Slides making for PM review + Iteration planning for Critical path 3. Debrief for Iteration 1 4. Deploying project to AWS for PM Review |
| 1. **Bootstrap & Login Validations (Coding Session)**   Left with bid.csv for bootstrap and logic validation for login.   1. **Slides Making for PM Review**   Critical path drawing as a group, for the entire project. Started from big tasks and broke down.   1. **Debrief for Iteration 1**   Scheduling was not clear or detailed to the sub-sub task level at the start due to problems understanding the breaking down and Critical Path process early on.  Daily Updates not done promptly (related to scheduling, need to set time frame for everything)  Scheduling need to break down the task with duration needed to complete it. Daily update can then help to check if we are following our schedule or behind schedule.  Need to prioritise SPM more, have clear time set aside for SPM tasks.  Have clearer deadlines, if one person can’t finish by the set deadline, can mention to the group and we can come together to resolve the situation together as we have done for this iteration.  Didn’t utilize the bug metric, if anyone pull and see a bug, should put in the bug log. Either debug by yourself or tell PM to stop everything and schedule a PM debugging session.   1. **Iteration 2 planning**   14 days – PM (Tricia Tan)   * Casper & Xiao Binn 🡪 **Drop bid** functionality: complete add bid validations, display bids placed, create button and page, create delete row function in bid DAO, process page to call drop function and redirect home. * Run through slides (1 October) * Casper & Bao Xian 🡪 **Web service**: understanding JSON checker, authenticate, bootstrap, add bid, drop bid, update bid * Yanning & Tricia 🡪 **Update Bid**: create button, page, update function in bid DAO, process page to call function and redirect home. * Start coding work after presentation  1. **Iteration 3 planning**  * Rounds: link to round 1 bootstrap, create admin homepage, read up on clearing logic, create start/end round functions. Create button and process page. To call functions. * Drop section: display success session, create drop form, create drop function, create process page to call function and redirect home. * Dumping: create dump function  1. **Iteration 4 planning**  * Deploying to AWS * UAT * Check UAT results, testing * Debugging * Redeploy  1. **Iteration 5 planning**  * Prepare final presentation slides  1. **Photo of meeting**      1. **Deploying project to AWS**   Will be done by Bao Xian on Wednesday | |

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

Prepared by,

Xiao Binn

Vetted and edited by,

Tricia