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| **Date** | 1st October 2019 |
| **Time** | 1515hrs - 1630hrs |
| **Venue** | SOSS/SOE CRB1-2 / Subway |
| **Attendees** | Bao Xian, Xiao Binn, Yan Ning, Tricia and Casper |
| **Agenda** | 1. Critical Path 2. PM Review flow 3. PM Review Presentation Slides 4. Validations (Casper, Tricia) |
| 1. **Critical Path**   Calculation of critical path  Presentation of critical path (flowchart or table form)  All members to understand the critical path   1. **PM Review flow**  * Functionalities   + For iteration 1, worked on Login, Bootstrap and addBid function   + Not complete for bootstrap and addBid as validations are not ready yet * Scheduling   + Critical path for iteration 1   + We have a total of 5 iterations planned out   + Milestones - PM Review, Demo of Prototype, UAT, Final Presentation and many more * Iterations   + Iteration 1: login, addBid function and bootstrap   + Iteration 2: dropBid and updateBid functions, web service   + Iteration 3: rounds, dropSection function and dumping   + Iteration 4: UAT, testing and debugging   + Iteration 5: final presentation * Bug metrics   + Go through the bug metric to ensure that bugs are resolved   + Members are to update the bug metric diligently  1. **PM Review Presentation Slides**   Bao Xian to edit the milestones slide  Tricia to create the critical path flowchart and edit the critical path slide  Yan Ning to update bug metric and edit the slide for bug metric  All members to go through the slides before presentation   1. **Validations**   Go through the validation codes for addBid  Revise our logic for validation and make the necessary changes for the code  Also did testing and debugging for validations | |

The meeting was adjourned at 4:43pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Casper Lim

Vetted and edited by,

Tricia Tan