

**Meeting Minutes**

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| **Meeting Type**  | Supervisor |
| **Meeting Number** | 7 |
| **Date & Time** | 10/02/2016 |
| **Venue**  | Instructor Prakash’s Office |

**AGENDA**

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| **No.** | **Agenda**  |
| 1 | Current preparation for midterm presentation |
| 2 | Current progress for iteration with Starteur  |
| 3 |  |

**MINUTES**

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| **No.** | **Agenda**  | **Discussion** |
| 1 | Current preparation for midterm presentation | Went through slides for midterm presentation as well as Wiki. Prof listed several aspects for us to take note before our midterm presentation. * all minutes are updated
* issue trackers are updated
* risk and mitigation plans
* change management with reasons for change
* testing reports and fixes

In addition, he mentioned that the team would have to explain to the reviewers the situation with Starteur’s developer as well as how we are going to mitigate this risk in future.  |
| 2 | Current progress for iteration with Starteur | Prof enquired how we are going to do the demo if integration with starteur does not work as well as if integration works, how are we going to do it. Team mentioned that we are able to do some integration with Starteur but it is not fully done yet as the developer is still making some changes that will affect us. Cut-off date: 16 Feb 2016  |

**ACTION ITEMS**

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| --- | --- | --- |
| **Task** | **Due Date**  | **In-charge** |
| Complete slides | 16 Feb | Chor Yi |
| Complete Wiki | 16 Feb | Chor Yi |
| Integration with Starteur | 17 Feb | ALL  |