Meeting Minutes 11

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| **Date: 8/9/2012** |  |
| **Time: 2pm-4pm** |  |
| **Venue: Outside Prof Ying Jiu's office, SIS Level 4** |  |
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| **Attendees: All except Brendon** |  |
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| **Agenda:**   * **Sprint 1 debrief** |  |

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|  | **Task** | **Person in Charge** | **Due Date** |
| 1 | **SUPERVISOR END-OF-SPRINT MEETING**  Presentation by Xander   * Team Project Management * Demo of features done   Comments from Supervisor   * PM is ok * Development to improve - front end and back end integration * Include bug metrics in PM - shows project quality and process in improving system * Deploy on evynty.com in future demos/presentations | - | - |
| 2 | **SPRINT 1 Supervisor feedback and debrief**  4 men involved in front end but seems like Wen Rui is doing most front end tasks   * team not efficient as a whole - review team progress prior to FYP * Xander to talk to Brendon (apparent bottleneck in front end - rather slow progress in coping with front end development requirements) * Yik Sean to increase communicate with front end (hardly communicating required APIs with front end) * Xue Ting's GUI not implemented in front end development due to inefficient workflow - solution: get wireframes for front end to code before deciding on aesthetics | Xander | 9th September 2012 |
| 3 | Testing is not done - unsure how or when testing is done   * Test cases and testing framework * Front end to fix id for buttons and fields for pages to prevent major changes to testing | Yik Sean | End of Sprint 1 |
| 4 | Team efficiency   * Documentation from everyone on task/feature completion * Align priority in sprint tasks planning * Modify PM to include measures of individual contribution | All | - |
| 5 | Next meeting : Sprint 2 planning - 9th September 2012, 12pm-4pm | Xander | - |

The meeting adjourned at 03:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Yik Sean**

Vetted and edited by,

**Wen Rui**