



SUPERVISOR MEETING MINUTES

Iteration No.	5
Meeting No.	1
Date of Meeting: (Day Month Year)	10 January 2014
Time: (hh:mm to hh:mm)	16:30 to 17:00
Venue:	SIS GSR 2.6
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Progress Update
- (b) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content

Topic

(a) Progress Update

- Schedule
 - i. Metrics should just be in days
 - ii. Calculation in hours are separate – Man hours/effort metrics
 - iii. Post Acceptance Comments – OK
 - iv. Currently in Iteration 5, were delayed in iteration 4 so may have to drop 1 function in iteration 6
 - v. Since functions from iteration 4 are incomplete,
 1. Prof propose to do iterations 4 & 5 in parallel
 2. Feature boxing means the iteration should not close until the functions are complete. Shouldn't push the function to the next iteration – that is time boxing. Replacing tasks also not allowed.
- Bug Metrics
- 1 critical bug in iteration 4
 - i. Documents download will get stuck indefinitely if file too big
 - ii. Solution: Extended server timeout period
- Demo
 - i. Comments: Web Application, analytics UI – change the connection column to a checkbox

(b) AOB

- This sem's focus is on Deployment KPO
- Midterm reviewers are Prof Ben and Prof Chris
- Buffer should be considered and tabulated in days instead of hours
- Current method is fine, stick to it and don't change it
- MacBookPro borrowed from Prof Alan
 - i. Not to update to Mavericks because past sem's FYP project still inside



4. Next Meeting	
Date of Meeting: (Day Month Year)	24 January 2014
Time: (hh:mm to hh:mm)	16:30 to 17:00
Venue:	SIS GSR 2.6

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
To reformat schedule	Noelle	24 January 2014

Minutes Prepared By Tan Guo Hao, Victor Lee Hong Zhi

Date 10 January 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 10 January 2014