**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 1 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 2

Group Meeting Report

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| --- | --- |
| Notice of Meeting and Agenda | Date: VariedTime: VariedLocation: Varied |

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| Sponsor: | Alex Bourk | Name of Group: | Krillin |
| Group Lead: | Luan Mangels | Note taker: | Luan Mangels |
| **Attendees:** | Hunter Mends, Anthony Nguyen | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop and/or evidence of completed tasks. | | |
| **Agenda items:** | 1. Gantt Chart 2. Resource Needs/Requirements 3. Git Hub Boards | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Gantt Chart | Presenter: | Anthony Nguyen |

#### Discussion:

The process to start up the Gantt chart was a struggle, but I managed to finish it in the end. The Gantt chart helped us to keep track of how members are progressing with their tasks in detail and when they’ve finished. This in turn helped us to better keep track of deadlines set up for each task and allowed us to finish every task mostly within the planned timeframe.

#### Conclusions:

The Gantt chart was a very helpful management tool for our project, allowing us to keep track of time and deadlines making it easier for us to complete iteration 2 on time.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Gantt Chart | Anthony Nguyen | April 12th |
| * Discuss progress and any struggles | Luan Mangels | April 26th |
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| Agenda Item 2: | Resource Needs/Requirements | Presenter: | Hunter Mends |

#### Discussion:

#### The creation of the resource requirements list went well. In addition to completing the base requirements of the table additional features were added to the list including cost breakdowns and projections. This helped us keep track of time spent on certain tasks and helped us stay on track.

#### Conclusions:

The resource requirement list proved to be a helpful addition to our project. This list would clearly detail expenditure to clients and help them to understand the project better.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Resource Needs table | Hunter Mends | April 12th |
| * Discuss progress and any struggles | Luan Mangels | April 26th |
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| Agenda Item 3: | Git Hub Boards | Presenter: | Alex Bourk |

#### Discussion:

For the first time using this part of git hub, it went smoothly. Organizing our current and completed tasks was very helpful in determining what was the most important thing to focus on at the current moment. There was a bit of confusion at the start of the git hub board process with knowing what to exactly include and just getting to know how it worked.

#### Conclusions:

The Git Hub boards were a helpful addition to our project as it helped determine the areas of current focus and it being a checklist, it helped us also keep effective track of what we have already completed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Git Hub Boards | Alex Bourk | Between April 19th and 25th |
| * Discuss progress and any struggles | Luan Mangels | April 26th |
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# Other Information

#### Resources:

The resources we used were Microsoft Teams for communication, Microsoft Word to write up the meeting and progress report, Microsoft Excel for crating the resource requirement list and the Gantt chart and lastly GitHub for creating our boards and uploading iteration files.

#### Date of next meeting:

The date of our last meeting will likely be between the 14th and 17th of May.