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 3

Group Meeting Report

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| --- | --- |
| Notice of Meeting and Agenda | 15/05/2024 and 22/05/202413:00 – 15:00Emerson Street, 259A Second Floor |

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| --- | --- | --- | --- |
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| Sponsor: | Alex Bourk | Name of Group: | Krillin |
| Group Lead: | Luan Mangels | Note taker: | Luan, Alex, Hunter |
| **Attendees:** | Hunter Mends | | |
| **Absent:** | Anthony Nguyen | | |
| **Please bring:** | Laptop or device capable of communication in Teams | | |
| **Agenda items:** | 1. Complete and review the risk register. 2. Complete the user acceptance testing. 3. Uploading website to GitHub and reflect on project. | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Complete and review the risk register. | Presenter: | Hunter Mends |

#### Discussion:

#### Assessing risks this late into the project felt a bit awkward but we wouldn’t say that it made identifying and addressing them any more difficult than it would have been at the beginning of the project. However, hindsight was particularly helpful in this task.

#### Conclusions:

In our opinion, identifying risks was a fairly easy task to do with the assistance of hindsight and we believe that we’ve discovered and addressed the most significant ones related to our group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The completing of the risk register | Hunter Mends | 15/05/2024 |
| * Provide input and feedback | Luan, Alex, Anthony | 15/05/2024 |

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| Agenda Item 2: | Complete the user acceptance testing. | Presenter: | Alex Bourk |

#### Discussion:

The user acceptance testing was a rush to get done due to unforeseeable circumstances. Nevertheless, we’re still able to complete this task effectively.

#### Conclusions:

Even though we took longer than planned to finish this task. We’re still on track to complete our progress report hand over.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload all required files to GitHub | Whole group | 22/05/2024 |
| * Test the website and complete the template document | Alex Bourk | 23/05/2024 |
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| Agenda Item 3: | Uploading website to GitHub and reflect on project. | Presenter: | Everyone |

#### Discussion:

#### Conclusions:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload required files and provide any reflections | Luan Mangels | 31/05/2024 |
| * Upload required files and provide any reflections | Alex Bourk | 31/05/2024 |
| * Upload required files and provide any reflections | Hunter Mends | 31/05/2024 |
| * Upload required files and provide any reflections | Anthony Nguyen | 31/05/2024 |
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# Other Information

#### Resources:

The resources that we used were Microsoft Teams for communication and Microsoft Word for the Meeting report writing and completion of action items. GitHub and Excel for keeping track of progress and uploading files. Moodle for the ecommerce website code.

#### Date of next meeting:

N/A