Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | 15/04/202412:00 PMEIT Emerson Street Office |

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| Sponsor: | Noor Alani | Name of Group: | Cell |
| Group Lead: | Artem Hrytsenko | Note taker: | Rhys Bates |
| **Attendees:** | Artem Hrytsenko, Rhys Bates | | |
| **Absent:** | - | | |
| **Please bring:** | Laptop, Light Lunch | | |
| **Agenda items:** | 1. Discuss second iteration, moving forwards as a group of two 2. Discuss/complete gantt chart, resource needs document | | |

# Minutes

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| Agenda Item 1: | Discuss second iteration, moving forwards as a group of two | Presenter: | Artem |

#### Discussion:

Discussed recalibrating work load due to loss of group member

Iteration two tasks deliberated and delegated

Discussed state of github documents

#### Conclusions:

Work successfully shared between group of two

Iteration two tasks identified

Iteration two tasks deliberated and delegated

Github documents to be sorted into appropriate files

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Organise github documents | Artem, Rhys | ASAP |
| * Begin/Complete Gannt Chart | Artem | End of week 9 |
| * Begin/Complete Resource Needs Document | Rhys | End of week 9 |

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| Agenda Item 2: | Discuss/complete gantt chart, resource needs document | Presenter: | Rhys |

#### Discussion:

Identify proper format for gantt chart and resource needs document

Discover that both documents are available on moodle

Begin discussing appropriate content for each document

#### Conclusions:

Both documents to be complete by end of week 9

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload completed documents | Rhys, Artem | End of week 10 |

# Other Information

#### Resources:

#### Moodle

#### Date of next meeting:

10/05/2024