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 third iteration, continued momentum as group of two 2. Discuss/complete risk register, user acceptance testing, web hosting | | |

# Minutes

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| Agenda Item 1: | Discuss third iteration, continued momentum as group of two | Presenter: | Rhys |

#### Discussion:

Discussed work load allocation as group of two for iteration two

Agreed on identical work load for iteration three

Iteration 3 tasks identified and fleshed out, templates located

Discussed continued maintenance of github & readme file

#### Conclusions:

Work successfully shared between group of two

Iteration three tasks identified

Iteration three tasks deliberated and delegated

Github readme to be updated with appropriate file links etc

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Update github readme | Rhys | ASAP |
| * Begin/Complete Iteration Three documents | Artem, Rhys | End of week 13 |
| * Upload iteration three documents, update readme | Rhys, Artem | End of week 13 |

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| Agenda Item 2: | Discuss/complete risk register, user acceptance testing, web hosting | Presenter: | Artem |

#### Discussion:

Sourced template for risk register and user acceptance testing

Sourced documents for web hosting

Uploaded relevant documents for web hosting

Discussed maintaining github readme with relevant links

Discussed checking old work to ensure quality for presentation

#### Conclusions:

All documents to be completed and uploaded by EOW 13

Delegated tasks pertaining to risk register and user acceptance testing

Github readme to be updated

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete/Upload risk register * Complete/Upload user acceptance testing * Upload documents for web hosting (to github) * Update github readme with links * Check iteration 1 & 2 work for quality | Rhys  Artem  Rhys, Artem  Artem  Rhys | End of week 13  End of week 13  End of week 13  End of week 13  End of week 13 |

# Other Information

#### Resources:

#### Moodle

#### Date of next meeting:

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