# Progress Report 2 – Week of 29/04/2024

Team Cell: Rhys Williams Bates, Artem Hrytsenko

Managers: Noor Alani

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| Activity Summary | Discussed findings from our first progress report. We have made efforts towards making more time for group work, which is reflected in what we have produced.  Generated GANTT chart to visualise deadlines for this project. This has massively helped with maintaining focus and direction.  Generated a resource needs document to help document and visualise the requirements of our project.  Completed a second meeting minutes document, where we discussed:   * Moving forwards in a two-party manner as opposed to our original three-party setup * Generating a GANTT chart as per requirements * Generating a resource needs document as per requirements * Further updating/maintaining our GITHUT boards   We have lost a group member due to extenuating circumstances – due to this, we have had to recalibrate our respective workloads. |
| Personal Contributions | Rhys Bates:   * Note taker for meeting * Uploading/checking documents to/on GITHUB * Download and fill out resource needs/GANTT chart documents   Artem Hrytsenko:   * Continued to update GITHUB boards * Participated in all meetings * Participated in creating GANTT chart/resource needs documents |
| Challenges and Obstacles | * Regrettably, one of our team members has had to leave the course. This has added pressure as, where the workload was shared between 3, is now only shared between two. * Organising time to complete work over the holidays – differing rosters/timetables combined with separate commitments has made it difficult to synchronise in terms of availability |
| Next Steps and Action Items | * Investigate iteration 3 requirements * Download necessary templates for iteration 3 * Prepare for third meeting (minutes document) * Set date/time for third meeting * Update GANTT chart with iteration 3 tasks * Update GITHUB boards with new documents |