# Progress Report 3 – Week of 24/05/2024

Team Cell: Rhys Williams Bates, Artem Hrytsenko

Managers: Noor Alani

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| Activity Summary | We have lost a group member due to extenuating circumstances – due to this, we have had to recalibrate our respective workloads.  Discussed findings from our second progress report. We have successfully allocated more resources (time) to group work, which is again reflected in the quality of our work.  Completed risk register based on template  Completed user acceptance testing as directed  Completed a third meeting minutes document, where we discussed:   * 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 * 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   Uploaded documents for web hosting |
| Personal Contributions | Rhys Bates:   * Note taker for meeting(s) * Presenter for meeting(s) * Uploading/checking documents to/on GITHUB * Download and fill out risk register * Source template for user acceptance testing * Participated in all meetings   Artem Hrytsenko:   * Continued to update GITHUB boards – championed the creation of readme file * Participated in all meetings * Completed user acceptance testing file * Uploaded user acceptance testing file |
| Challenges and Obstacles | * We are still one man down, and so have had to share the work load between two. Despite this we have maintained a status as an effective team. * Rhys lacks confidence with git/github and has had to cover a lot of ground in a short amount of time. Regrettably this shows as Artem has been the only team member in a position to upload documents. |
| Next Steps and Action Items | * Triple check all completed work for iteration 3 * Triple check all completed work for iteration 2 * Triple check all completed work for iteration 1 * Ensure github readme is up to date with relevant links * Ensure github is public (can be accessed by Noor) * Ensure github content is easy to find/organised |