**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 1

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 25/02/2025Time: 1:05pmLocation: EIT Tairawhiti |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Anastasia Mozhaeva | Name of Group: | BnB Tech |
| Group Lead: | Enter meeting facilitator here | Note taker: | Brent C Forge |
| **Attendees:** | Brent C Forge, Ben T O’Hara | | |
| **Absent:** | Enter names of those absent here | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Name group 2. Create Stakeholder Register | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Iteration 1 | Presenter: | Brent C Forge and Ben T O’Hara |

#### Discussion:

Discussed group name and entries for the Stakeholder Register.

#### Conclusions:

Decided on group names and compiled a stakeholder register.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Google Doc for Stakeholder Register | Brent C Forge | 18/2/25 |
| * Enter information for Stakeholder Register | Brent C Forge, Ben O’Hara | 18/2/25 |
| * Named group “BnB Tech” | Brenr C Forge, Ben T O’Hara | 18/2/25 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Resources:

Laptop PCs.

#### Date of next meeting:

Enter any special notes here.