**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 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 4/03/2025Time: 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 2 | Presenter: | Brent C Forge and Ben T O’Hara |

#### Discussion:

Created two Personas. Made corrections to punctuation and spelling on the Stakeholder Register and created a repository on Github.

#### Conclusions:

Stakeholder register was altered, and a repository was created on Github for BnBTech and a Readme file was created.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Two Personas. * Make corrections on Google Doc for Stakeholder Register. | Brent C Forge, Ben T O’Hara  Brent C Forge, Ben T O’Hara | 4/03/25  4/03/25 |
| * Create Repository for BnB Tach on Github. | Brent C Forge, Ben T O’Hara | 4/03/25 |
| * Create Readme file in Github Repository. | Brent C Forge, Ben T O’Hara | 4/03/25 |

# Other Information

#### Resources:

Desktop PC, Laptop PC, Microsoft Word, Google Docs

#### Date of next meeting:

12/03/25