**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 2 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 1/04/2025Time: 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. Create Gantt Chart 2. Compile Group meeting report. 3. Compile Readme Document | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Iteration 2 | Presenter: | Brent C Forge and Ben T O’Hara |

#### Discussion:

Discussed the creation of a Gantt Chart, Readme file and Group Meeting report. Also discussed were the contents of a progress report.

#### Conclusions:

A Gantt Chart, readme file and group meeting report were created. A progress report was compiled.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Gantt Chart * Create Group Meeting Report. | Ben T O’Hara  Brent C Forge, Ben T O’Hara | 1/04/25  1/04/25 |
| * Compile Readme file | Brent C Forge, Ben T O’Hara | 1/04/25 |
| * Compile Progress report | Brent C Forge, Ben T O’Hara | 1/04/25 |

# Other Information

#### Resources:

Desktop PC, Laptop PC, Microsoft Word, Google Docs

#### Date of next meeting:

8/01/25