**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.

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

Practical Project - Iteration 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 5/05/2025Time: 2:00pmLocation: EIT Tairawhiti |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Dr. Anastasia Mozhaeva | Name of Group: | BnB Tech |
| Group Lead: | N/A | Note taker: | Brent C Forge |
| **Attendees:** | Brent C Forge, Ben T O’Hara | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Create Iteration 3 2. Create Group meeting report. 3. Create Readme Document. 4. Create Progress Report | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Iteration 3 | Presenter: | Brent C Forge and Ben T O’Hara |

#### Discussion:

Discussed the creation of Iteration 3 and its contents (a ReadMe file, a Progress Report and a Group Meeting Report).

#### Conclusions:

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

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Iteration 3. * Create Group Meeting Report. | Ben T O’Hara  Ben T O’Hara | 5/05/25  5/05/25 |
| * Create ReadMe file. | Brent C Forge, Ben T O’Hara | 5/05/25 |
| * Create Progress Report. | Brent C Forge, Ben T O’Hara | 5/05/25 |

# Other Information

#### Resources:

Desktop PC, Laptop PC, Microsoft Word, Google Docs

#### Date of next meeting:

19/05/25