**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 3

Group Meeting Report 6

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 13/05/2025Time: 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. Upload webpage to Github. 2. Publish webpage from Github. | | |

# Minutes

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

#### Discussion:

Discussed the creation of a webpage and the process of downloading the files and uploading them to Github on a separate branch. The webpage was then published by selecting ‘Pages’ in settings and choosing the branch the files were uploaded into.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Uploaded files to a separate branch in BnB Repository. * Published webpage on Github. * Create Group Meeting Report | Ben T O’Hara, Brent C Forge  Brent C Forge, Ben T O’Hara  Brent C Forge | 13/05/25  13/05/25  13/05/25 |
|  |  |  |
|  |  |  |

# Other Information

#### Resources:

Desktop PC, Laptop PC, Microsoft Word, Google Docs, Github

#### Date of next meeting:

20/05/2025