**GNote:**

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- 23 March 2023Time- 2:30 pmLocation- EIT Napier |
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| --- | --- | --- | --- |
| Sponsor: | Noor Alani (Lecturer) | Name of Group: | Tian |
| Group Lead: | Carl Inguanzo | Note taker: | Gurpreet Singh |
| **Attendees:** | Carl Inguanzo, Gurpreet Singh | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop, Pen and Book | | |
| **Agenda items:** | 1. Discuss and identify the stakeholders and assign tasks to team members. 2. Discuss the timeline for the project. 3. Define the main tasks for iteration 2. | | |

# Minutes

| Agenda Item 1: | Discuss and identify the stakeholders and assign tasks to team members | Presenter: | Carl and Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

We discuss group names, locations and contact details to fill up our stakeholder identification. Roles in the projects and major requirements that are assigned to team members.

#### Conclusions:

The team members agree on their task distribution and are happy to move to the next step.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Define the roles and impact of each member | Carl & Gurpreet | 24 March 2023 |
| * Agree on how delicate the tasks | Gurpreet & Carl | 27 March 2023 |
| * Discussing major requirements | Carl & Gurpreet | 28 March 2023 |

| Agenda Item 2: | Discuss the timeline for the project. | Presenter: | Carl and Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

During this meeting, we will discuss the requirements and timeline for our website project.

**Conclusions:**

We are sure that we can create the best website that can meet all needs.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussing when the start and due dates | Gurpreet and Carl | 3 April 2023 |
| * Discussing alternative plans if we pass the deadline | Carl and Gurpreet | 4 April 2023 |
| * Discuss in-scope and out of scope. | Gurpreet and Carl | 5 April 2023 |

| Agenda Item 3: | Define the main task for iteration 2 | Presenter: | Carl & Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

We will discuss when we are going to start iteration 2 and when the deadline for it.

#### Conclusions:

Mix up schedule and trying to work it out where we are going to meet up.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussing what time we gonna start iteration 2 | Gurpreet & Carl | 6 April 2023 |
| * Discussing and planning for iteration 2 | Carl & Gurpreet | 7 April 2023 |
| * Member schedule | Carl & Gurpreet | 10 April 2023 |

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# Other Information

#### Resources:

EIT Online Agile templates

#### Date of next meeting:

April 3 2023