**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 2

Group Meeting Report

| Notice of Meeting and Agenda | Date- 17 April 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 assign tasks for Gantt Chart. 2. Discussing the Resources Requirement List. 3. Define the main tasks for iteration 3. | | |

# Minutes

| Agenda Item 1: | Discuss and assign tasks for Gantt Chart | Presenter: | Carl and Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

During the group meeting, we have discussed and assigned tasks to create a Gantt chart, and ensure that this task will be complete on time.

#### Conclusions:

We are very excited and feel energetic to complete the task.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Define the roles and impact of each member | Carl & Gurpreet | 17 April 2023 |
| * Agree on how delicate the tasks | Gurpreet & Carl | 19 April 2023 |
| * Discussing major requirements | Carl & Gurpreet | 21 April 2023 |

| Agenda Item 2: | Discussing the Resource Requirement List. | Presenter: | Carl and Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

During this meeting, we are planning to search for more products that we can add to the store.

**Conclusions:**

We are making the website more understandable and easy to interact

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussing when the start and due dates | Gurpreet and Carl | 22 April 2023 |
| * Discussing alternative plans if we pass the deadline | Carl and Gurpreet | 24 April 2023 |
| * Discuss in-scope and out of scope. | Gurpreet and Carl | 26 April 2023 |

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

#### Discussion:

We identified the main tasks that we need to complete during the iteration 3 of our project.

#### Conclusions:

We have defined the tasks in detail and we have much more time to complete Iteration 3.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussing what time we gonna start iteration 3 | Gurpreet & Carl | 27 April 2023 |
| * Discussing and planning for iteration 3 | Carl & Gurpreet | 29 April 2023 |
| * Member schedule | Carl & Gurpreet | 31 April 2023 |

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# Other Information

#### Resources:

EIT Online Agile templates

#### Date of next meeting:

1 June 2023