**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 3

Group Meeting Report

| Notice of Meeting and Agenda | Date- 22 April 2023Time- 2:30 pmLocation- EIT Napier |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| 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 what we need to add on UAT. 2. Discussing the Risk register. 3. Discuss what date we are gonna start Github. | | |

# Minutes

| Agenda Item 1: | Discuss what we need to add on UAT | Presenter: | Carl and Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

During the group meeting, we have discussed and assigned tasks to create a UAT, and ensure that this task will be complete on time. We decided to do it together so that we can finish on time and brainstorming what is needed to add them to the UAT.

#### 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 | 22 May 2023 |
| * Agree on how delicate the tasks | Gurpreet & Carl | 24 May 2023 |
| * Discussing major requirements | Carl & Gurpreet | 27 May 2023 |

| Agenda Item 2: | Discussing the Risk Register. | Presenter: | Carl and Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

During this meeting, We review the Risk Register and ensure that it is up to date. The Risk Register contains likelihood, impacts, severity and Mitigating action etc.

**Conclusions:**

We discussed the prospects and potential impacts of the risk. We also discussed the strategies to reduce the risk.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussing when the start and due dates | Gurpreet and Carl | 28 May 2023 |
| * Discussing alternative plans if we pass the deadline | Carl and Gurpreet | 29 May 2023 |
| * Discuss in-scope and out of scope. | Gurpreet and Carl | 30 May 2023 |

| Agenda Item 3: | Discuss what date we are gonna start GitHub | Presenter: | Carl & Gurpreet |
| --- | --- | --- | --- |

#### Discussion:

We discuss when we're gonna start to do github, fixing the wiki, projects and files. We discuss when the date we are able to start this and finish it by the time is needed to submit.

#### Conclusions:

We are excited to do it because Github is a very useful tool and it helps us to learn more about it.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussing what time we gonna start the github | Gurpreet & Carl | 5 June 2023 |
| * Discussing and planning for github | Carl & Gurpreet | 7 June 2023 |
| * Member schedule | Carl & Gurpreet | 10 June 2023 |

# 

# Other Information

#### Resources:

EIT Online Agile templates

#### Date of next meeting:

1 June 2023