**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 2

Group Meeting Report

| Notice of Meeting and Agenda | Date: 20/03/2022Time: 1600 HRSLocation: EIT (C217) |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: |  |
| Group Lead: | Matthew Harris | Note taker: | Carl Inguanzo |
| **Attendees:** | Matthew Harris, Carl Inguanzo, Patrick Siddels | | |
| **Absent:** |  | | |
| **Please bring:** | Laptop, pen & paper, Iteration 1 outcomes | | |
| **Agenda items:** | 1. Group meeting report 2. Gantt Chart 3. Stakeholders register 4. Resource requirements list 5. Test upload | | |

# Minutes

| Agenda Item 1: | Group meeting report | Presenter: | Matthew Harris |
| --- | --- | --- | --- |

#### Discussion:

We discussed how what we are going to do throughout the 2nd iteration and what is required for us to do for it

#### Conclusions:

We came up with a plan on how we are going to tackle the gantt chart and the stakeholder register and what it will cover

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Make Reports | Carl Inguanzo | 20/03/2022 |
| * Note taker | Matthew Harris | 20/03/2022 |
| * Sponsor | Pattrick Siddels | 20/03/2022 |

| Agenda Item 2: | Gantt Chart | Presenter: | Carl Henry Inguanzo |
| --- | --- | --- | --- |

#### Discussion:

This we have done on the Gantt Chart, we work it out how we done our iteration 2

#### Conclusions:

We helped each other with how we started the report and collaborated with each other.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Start date and end date report | Patrick Siddels | 02/04/2022 |
| * Iteration 1, 2 report | Matthew Harris | 02/04/2022 |
| * task requirements and complete by report | Carl Henry Inguanzo | 02/04/2022 |

| Agenda Item 3: | Stakeholder Register | Presenter: | Carl Iguanzo |
| --- | --- | --- | --- |

#### Discussion:

We done our parts on Stakeholders Register

#### Conclusions:

We did individual work on the Stakeholder Register report

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Accountant | Patrick Siddels | 09/04/2022 |
| * Senior Developer | Mathew Harris | 09/04/2022 |
| * Security Manager and CEO | Carl Henry Inguanzo | 09/04/2022 |

| Agenda Item 4: | Resource Requirement List | Presenter: | Matthew Harris |
| --- | --- | --- | --- |

#### Discussion:

Discussed and created base layouts of customer back of business .

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Group meeting template | Patrick Siddels | 12/04/2022 |
| * Gantt Chart template | Mathew Harris | 12/04/2022 |
| * Stakeholder register template * Resource requirement list template | Carl Henry Inguanzo  Mathew Harris | 12/04/2022  12/04/2022 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

22/02/2022