**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 3

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 2 outcomes | | |
| **Agenda items:** | 1. Group meeting report 2. Risk Register 3. Pushed 4. Publish 5. User acceptance test results templates | | |

# Minutes

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

#### Discussion:

We discussed how what we are going to do throughout the 3rd 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 Risk Register.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Make Reports | Carl Inguanzo | 26/05/2022 |
| * Note taker | Matthew Harris | 26/05/2022 |
| * Sponsor | Pattrick Siddels | 27/05/2022 |

| Agenda Item 2: | Risk Register | Presenter: | Carl Henry Inguanzo |
| --- | --- | --- | --- |

#### Discussion:

This we have done on the Risk Register, we work it out how we done all our work for High and Low on our risk register

#### Conclusions:

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

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Risk description | Patrick Siddels | 28/05/2022 |
| * Impact and likelihood risk | Matthew Harris | 28/05/2022 |
| * Mitigating action | Carl Henry Inguanzo | 28/05/2022 |

| Agenda Item 3: | Pushed | Presenter: | Carl Iguanzo |
| --- | --- | --- | --- |

#### Discussion:

We trying to work on the github to put our file there

#### Conclusions:

We didn’t manage to work it on, so we ask to help to fix the github

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Home.html | Patrick Siddels | 30/05/2022 |
| * Orders.html | Mathew Harris | 30/05/2022 |
| * Products.html | Carl Henry Inguanzo | 30/05/2022 |

| Agenda Item 4: | Publish | Presenter: | Matthew Harris |
| --- | --- | --- | --- |

#### Discussion:

We still doing the github to publish

#### Conclusions:

We still trying to fix Github

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Final Publish | Carl Inguanzo | 31/05/2022 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

22/02/2022