

# Group Meeting Report 4

## Notice of Meeting and Agenda

Date: 24/04/2023  
Time: 1:00pm-3:00pm  
Location: PM129

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<b>Sponsor:</b>	Ian Allan	<b>Name of Group:</b>	Group 1
<b>Group Lead:</b>	Enter meeting facilitator here	<b>Note taker:</b>	Jody
<b>Attendees:</b>	Ian, Jody, Joe, Linkin, Phillip, Steve		
<b>Absent:</b>	None		
<b>Please bring:</b>	USB Stick		
<b>Agenda items:</b>	<ol style="list-style-type: none"><li>1. Close off iteration 1.</li><li>2. Resource needs for project.</li></ol>		

## Minutes

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**Agenda Item 1:** Close off Iteration 1. **Presenter:** Ian

### Discussion:

Iteration 1 status report to be completed and submitted. Test 1 to be completed online.

### Conclusions:

Status report for Iteration 1 successfully completed and submitted online.

Everyone has completed the online quiz.

Action items	Person responsible	Deadline
✓ Edit and update status report	Everyone	24/04/23
✓ Submit status report	Linkin	24/04/23
✓ Complete online quiz	Everyone	24/04/23

**Agenda Item 2:** Resource needs for project

**Presenter:** Ian

**Discussion:**

Create and populate list of resources needed to complete project.

**Conclusions:**

We have created a comprehensive list of resources and costings needed to complete the project. Everyone has contributed equally.

Action items	Person responsible	Deadline
✓ Create Excel table	Joe	24/04/23
✓ Add items to table	Everyone	30/04/23
✓ Add information to readme.md	Jody	30/04/23

## Other Information

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**Resources:**

Link to resources spreadsheet:

[https://temahau.sharepoint.com/:x:/t/AgileProjectsClassTeamTCS12023\\_SOC\\_PRJ/EauioQ7VbXhHiiDrBaHlwzMBBqR5WttLiMSWxfEflml3dg?e=k9uNm4](https://temahau.sharepoint.com/:x:/t/AgileProjectsClassTeamTCS12023_SOC_PRJ/EauioQ7VbXhHiiDrBaHlwzMBBqR5WttLiMSWxfEflml3dg?e=k9uNm4)

**Date of next meeting: 01/05/2023**