

Practical Project - Iteration 5

Group Meeting Report

Date: DD/MM/YYYY

Time: 1pm-3:00pm

Location: PM129

Notice of Meeting and Agenda

Sponsor:	Ian Allan	Name of Group:	Tairawhiti Group
Group Lead:	Enter meeting facilitator here	Note taker:	Steve
Attendees:	Ian, Jody, Joe, Linkin, Phillip, Steve		
Absent:	None		
Please bring:	Your Beautiful selves		
Agenda items:	1. Introduction into GitHub 2. GitHub Boards		

Minutes

Agenda Item 1: Introduction into GitHub **Presenter:** Ian

Discussion:

Today we are going to learn how to use GitHub flow to develop software and documentation. Push local repository to remote repository

Conclusions:

Have made a new repository on GitBash and link it to your GitHub account

Action items	Person responsible	Deadline
✓ Open git bash and make sure you're in master.	Everyone	01/05/2023
✓ Add a remote repository	Everyone	01/05/2023
✓ Push the master branch to origin folder	Everyone	01/05/2023

Agenda Item 2: GitHub Boards **Presenter:** Enter presenter here

Discussion: Create a projects board and add some sample tasks

Conclusions:

Have the ability to create boards for new projects

Action items	Person responsible	Deadline
✓ Open test repository	Everyone	01/05/2023

Action items

- ✓ Create new project
- ✓ Add samples to the Kanban board

Person responsible

Everyone
Everyone

Deadline

01/05/2023
01/05/2023

Agenda Item 3: Enter agenda item here

Presenter: Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

- ✓ Enter action items here
- ✓ Enter action items here
- ✓ Enter action items here

Person responsible

Enter person responsible here
Enter person responsible here
Enter person responsible here

Deadline

Enter deadline here
Enter deadline here
Enter deadline here

Other Information

Resources:

Enter resources here.

Date of next meeting:

Enter any special notes here.