

Meeting 1

Group Meeting Report

Notice of Meeting and Agenda

Date
Time
Location

20/03/23
1.00pm
PM129

Sponsor: Ian Allan
Group Lead:
Attendees: Jody, Ian, Steve, Phillip, Linkin, Joe
Absent: N/A
Please bring: Yourself and a USB Drive
Agenda items:
1. Gain access to GitHub.
2. Start a Teams group.
3. Stakeholder Register

Name of Group: Group TC
Note taker: All

Minutes

Agenda Item 1: Gain access to GitHub **Presenter:** Ian

Discussion:

How to create an account on GitHub

Conclusions:

Everyone has made an account, and familiarized themselves with basic features

Action items	Person responsible	Deadline
✓ Go to GitHub	Everyone	20/3/2023
✓ Create Account	Everyone	20/3/2023
✓ Enter action items here	Everyone	20/3/2023
✓ Invite all to GitHub group	Joe	20/3/2023

Agenda Item 2: Start a Teams group **Presenter:** Ian

Discussion:

How to join and participate in group projects within teams.

Conclusions:

Can contribute in real time to Microsoft teams.

Action items	Person responsible	Deadline
✓ Log into MS Teams	Everyone	20/3/2023
✓ Invite everyone to join our team	Ian	20/3/2023
✓ Upload relevant templates	Phillip	20/3/2023

Agenda Item 3: Stakeholder Register**Presenter:** Ian**Discussion:**

Who are the Stakeholders and what are their rolls/titles

Conclusions:

Have a complete list of Stakeholders and what their roles are in the company

Action items	Person responsible	Deadline
✓ Find out who is in what role	Everyone	20/03/2023
✓ Register all stakeholders and their corresponding rolls within the company	Everyone	20/03/2023
✓ How to contact all Stakeholders	Everyone	20/03/23

Meeting notes: Discussed all relevant rolls a stakeholder may have in a tech start up and organise them onto a stakeholder registration

Other Information

Resources:

Enter resources here.

Date of next meeting:

27/03/23