Group Meeting Report

Notice of Meeting and Agenda

Date	**20/03/23**
Time	**1.00pm**
Location	**PM129**

Sponsor:	Ian Allan	**Name of Group:**	Group TC
Group Lead:		**Note taker:**	All
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

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 roles 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