

Practical Project - Iteration 2

Group Meeting Report 6

Date: 08/05/2023

Time: 1:00pm-3:00pm

Location: PM129

Notice of Meeting and Agenda

Sponsor: Ian Allan **Name of Group:** Tairawhiti Group
Group Lead: Ian **Note taker:** Jody

Attendees: Ian, Jody, Joe, Linkin, Phillip, Steve
Absent: None
Please bring: USB Stick

Agenda items:

1. Identify Tasks for project
2. Select Gannt chart tool
3. Create a Gantt chart

Minutes

Agenda Item 1: Identify Tasks for Project **Presenter:** Ian

Discussion:

Assign task groups and add tasks to spreadsheet.

Conclusions:

We created a list of tasks for our project.

Action items	Person responsible	Deadline
✓ Assign task groups	Joe	08/05/23
✓ Create Excel spreadsheet	Steve	08/05/23
✓ Populate spreadsheet	Everyone	08/05/23
✓ Create list of tasks on GitHub	Everyone	08/05/23

Agenda Item 2: Select Gantt chart tool **Presenter:** Team discussion

Discussion:

Select free collaborative tool to be used for creation of Gantt Chart.

Conclusions:

We have decided to use Smartsheet.

Action items	Person responsible	Deadline
✓ List requirements	Ian	08/05/23
✓ Check out various tools online.	Everyone	08/05/23
✓ Decide on a tool that works for us	Everyone	08/05/23

Agenda Item 3: Create a Gantt Chart

Presenter: Ian

Discussion:

Create a Gantt chart for our project.

Conclusions:

We created a Gantt Chart.

Project is going to take longer than we have.

Action items	Person responsible	Deadline
✓ Create account for Smartsheet	Everyone	08/05/23
✓ Create Smartsheet document	Joe	08/05/23
✓ Fill out task detail	Everyone	08/05/23
✓ Add tasks to project on GitHub	Everyone	08/05/23

Other Information

Resources:

Enter resources here.

Date of next meeting: 15/05/23

Enter any special notes here.