Group Meeting Report 4

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| Notice of Meeting and Agenda | Date: 24/04/2023Time: 1:00pm-3:00pmLocation: PM129 |

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| Sponsor: | Ian Allan | Name of Group: | Group 1 |
| Group Lead: | Enter meeting facilitator here | Note taker: | Jody |
| **Attendees:** | Ian, Jody, Joe, Linkin, Phillip, Steve | | |
| **Absent:** | None | | |
| **Please bring:** | USB Stick | | |
| **Agenda items:** | 1. Close off iteration 1. 2. Resource needs for project. | | |

# 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 |

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| 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.

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| 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

#### Resources:

#### Link to resources spreadsheet:

<https://temahau.sharepoint.com/:x:/t/AgileProjectsClassTeamTCS12023_SOC_PRJ/EauioQ7VbXhHiiDrBaHlwzMBBqR5WttLiMSWxfEflml3dg?e=k9uNm4>

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