**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 1 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 1

Group Meeting Report

|  |  |  |
| --- | --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation | 20/03/231.00pmPM129 |

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| --- | --- | --- | --- |
|  | | | |
| 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 * Create Account | Everyone  Everyone | 20/3/2023  20/3/2023 |
| * Enter action items here | Everyone | 20/3/2023 |
| * Invite all to GitHub group | Joe | 20/3/2023 |

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| --- | --- | --- | --- |
| 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 * Invite everyone to join our team | Everyone  Ian | 20/3/2023  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