Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | Date: 18/02/2025Time: 1:00 pm – 3:00 pmLocation: EIT Campus |

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| Sponsor: | Anastasia Mozhaeva | Name of Group: | Group 1 - TungstenPC |
| Group Lead: | Geronimo Gerard P. Yu IV | Note taker: | Deacon H. Watt |
| **Attendees:** | Deacon H. Watt, Shawn M. Peipi | | |
| **Absent:** | N/A | | |
| **Please bring:** | N/A | | |
| **Agenda items:** | 1. Establish project name and roles and filling out our stakeholder registry. 2. Planning out the development process of the project. | | |

# Minutes

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| Agenda Item 1: | Establish project name and roles and filling out our stakeholder registry. | Presenter: | Deacon H. Watt |

#### Discussion:

Discussed about the project name and roles and stakeholder registry.

#### Conclusions:

Made the name and established the roles in the project; finishing the stakeholder registry.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Created project name and hired staff for project. | Deacon H. Watt | 04/03/2025 |
| * Developed the stake holder registry. | Geronimo Gerard P. Yu IV | 04/03/2025 |
| * Finishing touches for the stake holder registry. | Shawn M. Peipi | 04/03/2025 |

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| Agenda Item 2: | Finalizing stakeholder registry | Presenter: | Shawn M. Peipi |

#### Discussion:

#### Assigning each member of the group our own roles in the stakeholder registry.

#### Conclusions:

We finalized the roles, planning, budgeting, and deadlines.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Assigned himself as the CEO | Deacon H. Watt | 04/03/2025 |
| * Assigned himself as the Developer | Geronimo Gerard P. Yu IV | 04/03/2025 |
| * Assigned himself as the Hardware Engineer | Shawn M. Peipi | 04/03/2025 |

# Other Information

#### Resources:

MS Word, Google Docs, MS PowerPoint, OneDrive, EIT Online

#### Date of next meeting:

04/03/2025