Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | Date: 01/04/2025Time: 1:00pm – 3:00pmLocation: EIT Campus |

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| Sponsor: | Dr Anastasia Mozhaeva. | Name of Group: | Tungsten PC. |
| Group Lead: | Geronimo Gerard P. Yu IV. | Note taker: | Shawn M. Peepi. |
| **Attendees:** | Deacon H. Watt. | | |
| **Absent:** | Shawn M. Peepi. | | |
| **Please bring:** | N/A. | | |
| **Agenda items:** |  | | |

# Minutes

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| Agenda Item 1: | Researching planning, estimating, and scheduling in agile projects. Started on Gantt chart. | Presenter: | Deacon H. Watt. |

#### Discussion:

We conducted research using the PowerPoint slides and initiated the development of a Gantt chart to track the progress of our Agile project.

#### Conclusions:

We completed the research using the PowerPoint slides and finalised the Gantt chart up till Iteration 1.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Researched PowerPoint slides. | Shawn Peepi. | 08/04/2025 |
| * Peer-reviewed Gantt chart. | Deacon Lars Hatwell-Watt. | 08/04/2025 |
| * Created Gantt chart. | Geronimo Gerard P. Yu IV. | 08/04/2025 |

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| Agenda Item 2: | We completed the second group meeting report, finalised the Gantt chart, and prepared the progress report to conclude Iteration 2. | Presenter: | Geronimo Gerard P. Yu IV. |

#### Discussion:

Our team worked independently to complete different components of Iteration 2 while maintaining regular communication to ensure alignment and prevent misunderstandings.

#### Conclusions:

The group meeting report, Gantt chart, and progress report were completed and uploaded to GitHub, marking the conclusion of Iteration 2.

| Action items | Person responsible | Deadline |
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| * Created and completed the second group meeting report. | Deacon H. Watt. | 08/04/2025 |
| * Completed the Gantt chart. | Geronimo Gerard P. Yu IV. | 08/04/2025 |
| * Completed progress report. | Shawn M. Peepi. | 08/04/2025 |

# Other Information

#### Resources:

Microsoft Word, Google docs, Computers, Gmail.

#### Date of next meeting:

08/04/2025