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:** | 1. Researching planning, estimating, and scheduling in agile projects. Started on Gantt chart. 2. We completed the second group meeting report, finalized the Gantt chart, and prepared the progress report to conclude the Iteration 2. | | |

# 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