Practical Project - Iteration 1

Group Meeting Report

| Notice of Meeting and Agenda | Date: 13/05/2025Time: 1:00pm-3:00pmLocation: EIT Tairawhiti Campus |
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| Sponsor: | Anastasia Mozhaeva. | Name of Group: | TungstenPC. |
| Group Lead: | Geronimo Gerard P. Yu IV. | Note taker: | Shawn M. Peipi. |
| **Attendees:** | Shawn M. Peipi, Deacon H. Watt. | | |
| **Absent:** | N/A. | | |
| **Please bring:** | N/A. | | |
| **Agenda items:** | 1. Making Risk Registry. 2. Creating the Website. | | |

# Minutes

| Agenda Item 1: | Making the Risk Registry. | Presenter: | Shawn M. Peipi. |
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#### Discussion:

We created a risk registry by evaluating the possible risks of the project.

#### Conclusions:

We finished evaluating the project, and created a risk registry according to the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Created the Risk Registry. | Deacon H. Watt, Shawn M. Peipi | 27/05/2025 |
| * Pracited Git fundamentals. | Deacon H. Watt, Shawn M. Peipi, Geronimo Gerard P. Yu IV | 27/05/2025 |
| * Uploaded Risk Registry to GitHub. | Geronimo Gerard P. Yu IV | 27/05/2025 |

| Agenda Item 2: | Creating the Website. | Presenter: | Deacon H. Watt. |
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#### Discussion:

We created a new branch off of the main branch called web\_page which duplicated folders from the main branch. In the future creating a second branch at the start of the project would be preferred. We uploaded the website files onto the web\_page branch and created a GitHub webpage.

#### Conclusions:

GitHub is hosting the website sourced from the files in our web\_page branch.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Uploaded the HTML, CSS, JS website files. | Geronimo Gerard P. Yu IV. | 27/05/2025 |
| * Created a new branch. | Shawn M. Peipi. | 27/05/2025 |
| * Published the website. | Deacon H. Watt. | 27/05/2025 |

# Other Information

#### Resources:

Google Docs, GitHub, Moodle, Computers, Email.

#### Date of next meeting:

27/05/2025