**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 2 below.

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

Practical Project - Iteration 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Monday, April 24, 20233:00pmOnline |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Picollo |
| Group Lead: | Dylan Anderson | Note taker: | Kade Shuker |
| **Attendees:** | Connor Ferguson, Kade Shuker | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Plan Iteration 2 2. Workload 3. End iteration 2 | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Plan Iteration 2 | Presenter: | Kade |

#### Discussion:

#### plan for iteration 2 by discussing everyone's roles and responsibilities

#### Conclusions:

#### reached a on the overall approach to the second iteration

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set timeline | Dylan + Connor + Kade | 25 April 2023 |
| * Plan group meetings | Dylan + Connor + Kade | 25 April 2023 |
| * Assign responsibilities for who does what work | Dylan + Connor + Kade | 26 April 2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Workload | Presenter: | Dylan |

#### Discussion:

#### Assign task to team members

#### Conclusions:

All group members agree on the tasks they need to have completed by the deadline

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Resource needs | Dylan + Connor | 4 May 2023 |
| * Gantt chart | Kade | 4 May 2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | End Iteration 2 | Presenter: | Connor |

#### Discussion:

Prepare for iteration 3 by discussing everyone’s roles and responsibilities.

#### Conclusions:

Reached a consensus on the overall approach to the third iteration and assigned everyone’s roles.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Write each of our progress reports | Dylan + Kade + Connor | 18 May 2023 |
| * Finalize iteration 2 work | Dylan + Kade + Connor | 18 May 2023 |
| * Plan meeting for iteration 3 | Connor | 18 May 2023 |

# Other Information

#### Resources:

#### Date of next meeting:

22 May 2023