**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 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Monday, May 22, 20233:00pmOnline |

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

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Plan Iteration 3 | Presenter: | Kade |

#### Discussion:

#### plan for iteration 3 by discussing everyone's roles and responsibilities

#### Conclusions:

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

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set schedule for tasks | Dylan + Connor + Kade | 22nd May |
| * Plan group meetings | Dylan + Connor + Kade | 22nd May |
| * Decide who completes what tasks | Dylan + Connor + Kade | 22nd May |

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

#### Discussion:

#### Assign tasks to team member

#### Conclusions:

All team members agree on who needs to do the tasks by the deadline

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Risk Register * Make GitHub Wiki | Dylan + Kade  Connor | 26th May  26th May |
| * User Acceptance Testing | Dylan + Kade + Connor | 30th May |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Finalize Project | Presenter: | Connor |

#### Discussion:

Make sure project is ready to be finalized

#### Conclusions:

All files are completed and finalized

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Ensure all files are uploaded to GitHub | Dylan + Kade + Connor | 10th June |
| * Hand in project | Dylan + Kade + Connor | 15th June |
|  |  |  |

# Other Information

#### Resources:

#### Date of next meeting:

22 May 2023