Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | 29/04/20224.30P.MC145 Room |

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| Sponsor: | Noor Alani | Name of Group: | The Creators |
| Group Lead: | N/A | Notetaker | Katherine Mulder |
| **Attendees:** | Shaniece Eagan, Katherine Mulder | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review the last meeting 2. Develop and create a GitHub board 3. Publish our website | | |

# Minutes

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| *Agenda Item 1:* | Review the last meeting | Presenter: | Shaniece Eagan |

#### Discussion:

Reviewed our last meeting where we discussed our agendas and create a GitHub account to develop our website.

#### Conclusions:

We have completed the UX & UI for our e-commerce website and all project tasks have been implemented into the software. We have discussed how we are going to put it into our GitHub board.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Sign up for a GitHub account | Shaniece Eagan | 08/05/2022 |
| * Update profile | Katherine Mulder | 08/05/2022 |
| * Create a repository and GitHub board | Shaniece Eagan | /05/2022 |

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| *Agenda Item 2*: | Develop our website | Presenter: | Katherine Mulder |

#### Discussion:  We discussed what we need to add to our GitHub board and how to use a custom domain for our website on GitHub.

#### Conclusions: Two of our developers will collaborate to add these items to the GitHub Board.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create ReadMe documents and wikis | Shaniece Eagan | 18/05/2022 |
| * Develop code | Katherine Mulder | 21/05/2022 |
| * Publish GitHub page | Shaniece Eagan | 28/05/2022 |

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| *Agenda Item 3:* | Publish our website | Presenter: | Shaniece Eagan |

#### Discussion: We reviewed our completed project and made sure it was completed within budget

#### Conclusions: Finally, we will test the website to ensure everything is running correctly and all functions are working.

| Action items | Person responsible | Deadline |
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| * Release Resources | Shaniece Eagan | 07/06/2022 |
| * Review all content | Katherine Mulder | 14/06/2022 |
| * Test the website | All members | 14/06/2022 |

# Other Information

#### Resources:

#### Date of next meeting: N/A