Practical Project

Group Meeting Report Iteration 2

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| Notice of Meeting and Agenda | Tuesday, March 22, 20224pmEIT HB Campus C214/215 |

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| Sponsor: | Noor Alani | Name of Group: | Group 6 |
| Group Lead: | Elisa Bertoni | Note taker: | Sass Russell |
| **Attendees:** | Sass Russell | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review from last meeting 2. Discuss documentation needed for iteration 2 of the project and assign tasks to team members 3. Discuss timeline for initiation of iteration 3 | | |

# Minutes

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| Agenda Item 1: | Review from last meeting | Presenter: | Elisa Bertoni |

#### Discussion:

We agreed that the project is making good progress, and that the tasks have so far been equitably divided between the team. The Stakeholder register can be reviewed as the project moves forward, but for now the general feeling is that everyone that needs to be included in it, has been. Three Personas have been created and tested.

#### Conclusions:

Everything is on track, and schedule, as planned.

| Action items | Person responsible | Deadline |
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| * Review all Iteration 1 documentation | Sass + Elisa | 29 March 2022 |
| * Discuss progress with Sponsor | Sass + Elisa | 29 March 2022 |

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| Agenda Item 2: | Discuss documentation needed for iteration 2 of the project  of the project and assign tasks to team members | Presenter: | Sass Russell |

#### Discussion:

Discuss and agree on necessary documentation/worksheet and plans needed to advance the project through iteration 2.

#### Conclusions:

Agreed that two specific documents need to be completed as part of iteration 2: a Gantt Chart and a Resource Requirements List document. A joint GitHub repository also needs to be created as part of the project, as well as GitHub boards.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research Gantt Chart templates and create Gantt Chart | Sass Russell | 5 April 2022 |
| * Start filling Create Resource Requirements List document | Elisa Bertoni | 9 April 2022 |
| * Create a GitHub repository invite the other team member as collaborator | Elisa Bertoni | 9 April 2022 |
| * Add relevant issues/cards to GitHub boards | Sass + Elisa | 22 April 2022s |

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| Agenda Item 3: | Discuss timeline for initiation of iteration 3 | Presenter: | Elisa Bertoni |

#### Discussion:

Discuss and agree timeline for the third iteration of the project, to be added to Gantt Chart once finalized.

#### Conclusions:

It was agreed that the third iteration of the project will begin in early May 2022. The next meeting is scheduled for Tuesday 3 May 2022.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Schedule the next meeting in the Gantt Chart + Diary | Sass Russell | 12 April 2022 |
| * Create agenda for the third meeting on 3 May 2022 | Sass Russell | 1 May 2022 |
| * Start revising all documents completed so far and clear any doubts with Sponsor | Elisa + Sass | 1 May 2022 |

# Other Information

#### Resources:

N/A

#### Date of next meeting:

3 May 2022