Practical Project

Group Meeting Report Iteration 3

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| Notice of Meeting and Agenda | Tuesday, May 3, 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 3 of the project and assign tasks to team members 3. Agree date to review, finalise and commit all documentation to GitHub, ready to complete ahead of launch | | |

# Minutes

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

#### Discussion:

Discussed the need for final updates to all documentation created so far through the first two iterations of the project, incorporating changes as per feedback received from Sponsor. Agreed who will do that and by when (noted in Action Items below).

#### Conclusions:

All responsibilities agreed and shared, and all is on track for final submission due on 26 May 2022.

| Action items | Person responsible | Deadline |
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| * Add Iteration 3 tasks and schedule to Gantt Chart | Sass | 4 May 2022 |
| * Review all GitHub boards and mark as done all   documents that have been completed | Elisa + Sass | 15 May 2022 |

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| Agenda Item 2: | Discuss documentation needed for iteration 3 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 3 and to final completion ready for launch.

#### Conclusions:

Agreed that two specific documents need to be completed as part of iteration 3: a Risk Register and User Acceptance Test Results in conjunction with manual user testing.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research and complete Risk Register | Sass Russell | 9 May 2022 |
| * Carry out a manual user testing for Timups website | Elisa Bertoni | 26 May 2022 |
| * Complete the User Acceptance Test Results document | Elisa Bertoni | 26 May 2022 |

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| Agenda Item 3: | Agree date to review, finalise and commit all documentation to GitHub, ready to complete ahead of launch | Presenter: | Elisa Bertoni |

#### Discussion:

Launch date finalized for 26 May 2022 and all tasks assigned for final revision of all documentation for the project, ready to commit to GitHub, meaning all will be ready for launch as planned.

#### Conclusions:

All is on track and on time for launch, with all responsibilities to make it happen agreed and accepted.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Revise and post all completed documentation to GitHub – part 1 | Sass Russell | 25 May 2022 |
| * Revise and post all completed documentation to GitHub – part 2 | Elisa Bertoni | 25 May 2022 |
| * Revise Wiki page and prepare to add functioning links | Elisa Bertoni | 26 May 2022 |
| * Link all documentation through Wiki Page | Sass Russell | 26 May 2022 |

# Other Information

#### Resources:

N/A