

Practical Project - Iteration 2

Group Meeting Report

Date : 1/05/2024

Time: 2:07pm

Notice of Meeting and Agenda

Location: Napier city council

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|----------------------|--|-----------------------|------------|
| Sponsor: | Noor Alani | Name of Group: | Goku Black |
| Group Lead: | Brenden | Note taker: | Brenden |
| Attendees: | Noah, James, Brenden | | |
| Absent: | None | | |
| Please bring: | Laptop or phone | | |
| Agenda items: | <ol style="list-style-type: none">1. Gantt chart2. Resource requirements for project.3. GitHub wiki documentation / readme.md4. Issues documentation. | | |

Minutes

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|---------------------------------|-------------------------------------|
| Agenda Item 1: | Presenter: Brenden |
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Discussion:

We identified and created the GitHub with each team member added into the group which was a little bit of a struggle knowing that invites expire. The first struggle was adding each team member into the Github team and with good communication at the start of the iteration we were able to fix this in class as a team member had even got his account suspended permanently and had to create a new one. We started the readme.md file documentation and finished that within the timeframe on the Gantt chart. We addressed communication throughout this iteration and compared to the last one was successful and beneficial.

Conclusions: Communication issues were talked about in the meeting, readme.md documentation and GitHub turned out well in person with good communication successfully within the reasoned timeframe on the Gantt chart.

| Action items | Person responsible |
|---|----------------------|
| ✓ Addressed communication issues in person with the group | Brenden, Noah, James |
| ✓ Complete the GitHub documentation | Brenden |
| ✓ Documentation in the readme.md file was done | Brenden, Noah |

**Agenda Item
2:**

Presenter: Noah

Discussion:

We discussed the different tasks whilst creating the Gantt chart, which would be the base for our group's iteration. This led to pointing out who would do the tasks for the readme.md et cetera. We fixed this Gantt chart to be a main line of communication to help us as a group work better together by making us all understand what we had to do.

Conclusions:

All tasks were assigned and completed by each user with help from the Gantt chart.

Action items

Person responsible

Assigning tasks on the Gantt chart.

Brenden, Noah, James

Identify issues on GitHub

Brenden, Noah

Identifying tasks that each team member would like to complete

Brenden, Noah, James

**Agenda Item
3:**

Presenter: James

Discussion:

We made the Gantt chart in class allowing us to see our goals from the first week as we strived to complete this activity first, as it would transition us into the others seamlessly with a clear idea of what to do. The Gantt chart allowed the group to recognize what we had to do throughout this iteration and work on our preset activities in a reasonable timeframe like setting up the readme.md file with documentation, recording on GitHub anything

interesting and communication related issues or good actions. The Gantt chart was made better throughout the iteration as we had troubles concerning excel formatting the boxes for the goals and relating them to color and people with dates.

Conclusions:

The Gantt chart turned out successfully and allowed us to spiral that progression into the rest of the iteration's activities. The Gantt chart was successful and allowed us to successfully work on a finished product for the rest of the activities in the iteration.

Action items

Person responsible

Setting goals for each person

Brenden

Having each goal dedicated to separate people or conjoined with communication related concerns added

James, Brenden

Setting deadlines for activities to be done in the iteration by certain people like milestones.

Brenden, Noah, James

Other Information

Resources:

Discord

Date of next meeting:

Iteration 3 timeframe