**Practical Project - Iteration 3**

Group Meeting Report

|  |  |
| --- | --- |
| **Notice of Meeting and Agenda** | Date: Throughout iteration 3 up until EOD.Time: 3~5pmLocation: Napier, Hawkes Bay. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Goku Black |
| Group Lead: | Brenden Harker | Note taker: | Brenden |
| **Attendees:** | Brenden, Noah, James | | |
| **Absent:** | - | | |
| **Please bring:** | Laptop, mobile phone, any relevant class notes. | | |
| **Agenda items:** | 1. Risk register. 2. Team communication meeting/assessment (catch up meeting). 3. Gantt Chart updates. 4. GitHub Kanban board updates. | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Risk register | Presenter: | James Symon |

#### Discussion: As a group, we assessed our project's risk by considering all activities that could lead to an issue or problem. Things that could lead to project failure or delay by a substantial amount were considered high risk tasks. Throughout this activity I focused on creating a variety of risks focused on within the 6, making sure they have an abundance of difference with ‘Likelihood of the risk occurring’ and ‘Impact if the risk occurs.’ This way, we identified risks of different ranges and then compared them. We prioritised the high impact risks throughout the iteration so the damage would be low if anything did happen.

Conclusions: We came together as a group to discuss the risk register and how to identify all the risks successfully. This was done over the course of multiple sessions since fully identifying all the possible risks and variety of was challenging for our group.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Identify risks throughout the project. | James, Noah, Brenden | 9/05 |
| Record risks in the risk register | James | 21/05 |
| Assess and discuss as a group the risks that have been identified and recorded and decide as a group if we have identified all potential risks. | James | 21/05 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Team communication assessment | Presenter: | James, Noah, Brenden |

#### Discussion:

During the meeting questions like ‘How is everyone doing with their assigned tasks’, ‘What is everyone's thoughts on how the project is going’, ‘Is our final hand-in date going to be met?’, ‘Is everyone hearing messages and are messages getting across clear?’. Every group member answered positively toward the questions.

Enter conclusions here:

This agenda was designed to get the whole group together and assess how our communication has been throughout this iteration. Its other main goal was to get ideas across to each other about how everyone thinks our project is going before the final hand in date.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * Decide on a date to meet up | Brenden, James | 11/05 |
| Meet up in person | Brenden, James, Noah | 17/05 |
| * Make sure calls have been done at least twice a week until this date to check on progress | James, Noah, Brenden | 21/05 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Gantt Chart Updates | Presenter: | Brenden Harker |

#### Discussion:

Another meeting was conducted as a group to update and assess the Gantt Chart status. Our group came to an agreement that we needed to add a few elements to the Gantt Chart for the iteration 3 section. At the time we didn't have ‘Update GitHub kanban’, ‘Update GitHub Readme.md’, and ‘Record any issues that need to be resolved’. We felt as a group that these needed to be added and time needed to be reserved to complete these tasks.

#### Conclusions:

Updates to our Gantt chart were updated successfully as a group.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Add milestones for iteration 3 | Brenden | 11/05 |
| * List everything on track | Brenden | 16/05 |
| * Get Gantt chart ready to hand into GitHub repository | Brenden, James, Noah | 24/05 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 4: | GitHub Board Updates | Presenter: | Noah Symon |

#### Discussion:

Through updating the GitHub Board, we had to identify the different tasks which would be the foundation towards iteration 3. As of this agenda item, we had a struggle of having to create a whole new GitHub board as our old one would not allow for the other team member's editing, and so we just made a new one & made sure everybody was able to edit it. This allowed me to add the new iteration 3 problems, along with updating the older problems.

#### Conclusions:

All tasks were completed by each member.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * Identifying the new iteration 3 problems | Noah, James, Brenden | 15/05 |
| * Adding the new iteration 3 problems | Noah | 22/05 |
| * Updating the GitHub Board | Noah | 22/05 |

# Other Information

#### Resources:

laptop

#### Date of next meeting:

n/a