**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 1 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 18/03/20252:00pmCampus |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | e.g. Group 1 |
| Group Lead: | Josh MacKie | Note taker: | Josh/Max |
| **Attendees:** | Jarod, Lucas, Max, Josh | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Resource Requirement List   2. Gantt Chart | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Resource Requirement List | Presenter: | Lucas Watson |

#### Discussion:

Research and evaluate what resources could be necessary to complete the project while minimizing resource overheads and narrow down a selection based on these overheads.

#### Conclusions:

#### Enter Conclusion here:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research what resources could be required for the project * Narrow down resources to necessities | Max  Lucas | 29/04/2025  29/04/2025 |
|  |  |  |
| * Evaluate Cost of Resources | Jarod | 29/04/2025 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Gantt Chart | Presenter: | Jarod |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Find a Suitable Gantt Chart Template | Jarod | 29/04/2025 |
| * Assign Tasks Needed | Lucas/Josh/Max/Jarod | 29/04/2025 |
| * Assign Dates to Tasks | Lucas/Josh/Max/Jarod | 29/04/2025 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Test and review changes to the README file on git | Presenter: | Jarod |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Push File to git | Jarod | 29/04/2025 |
| * Test Uploaded File | Jarod/Lucas/Max/Josh | 29/04/2025 |
| * Upload changes to GitHub | Jarod/Lucas/Max/Josh | 29/04/2025 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.