**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 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 6/05/202510:50amTaradale |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | e.g. Group 1 |
| Group Lead: | Jarod | Note taker: | Jarod |
| **Attendees:** | Lucas, Jarod, Josh, Max | | |
| **Absent:** | No one absent | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Risk register 2. Upload to github and publish 3. Perform user acceptance testing | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Complete a risk register | Presenter: | Josh |

#### Discussion:

A risk register is required to help us identify and manage the risk during our project

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify risk | Josh | 20/05/2025 |
| * Assign severity and likelihood of risk | Josh | 20/05/2025 |
| * Evaluate how we mitigate this risk | Josh | 20/05/2025 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Upload files to GitHub and publish | Presenter: | Lucas |

#### Discussion:

As a group, upload our project files to GitHub and merge them with the main branch

#### Conclusions:

All files shall be successfully uploaded and merged

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Assign files to team members | Everyone | 20/05/2025 |
| * Upload files to GitHub | Everyone | 20/05/2025 |
| * Merge and test the files on GitHub | Lucas | 20/05/2025 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Complete User Acceptance Test | Presenter: | Lucas |

#### Discussion:

As a group, perform user acceptance testing to make sure the flaws and passes in the website have been logged.

#### Conclusions:

All flaws and passes have been documented.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify flaws | Jarod, Lucas | 27/05/2025 |
| * Identify passes | Josh | 27/05/2025 |
| * Document all flaws and passes and detail what should happen | Max | 27/05/2025 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.