**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 | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Broly |
| Group Lead: | Zeki Young | Note taker: | Blake Setford |
| **Attendees:** | Blake Setford  Gabriel Ilustre | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Resource Needs 2. Gantt Chart | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Resource Needs | Presenter: | Gabriel Ilustre |

#### Discussion:

During this 3rd week we got into our groups, and we started looking at templates for Resources. It was not a new concept for everyone in the group, as we started early into the hour. We all agreed on our parts to create and deadlines to meet individually. We discussed that we didn’t need to break it down any further as it is as simple as it gets.

#### Conclusions:

In resources needs, we compiled most of our needs for the project. We grouped these variables in stages when and how they’re going to be used in the project. As for resources, we considered the time and money to be spent while in progress. By maintaining a proactive stance towards resource management, the project can mitigate risks and optimize efficiency throughout its lifecycle.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify different resources | ALL | 3/24/2024 |
| * Integrate resources into separate tasks | ALL | 3/24/2024 |
| * Calculate the cost of time and money | ALL | 3/24/2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Gantt Chart | Presenter: | Zeki Young |

#### Discussion:

We discussed and researched Gantt chart after the class and realized how important it is for a project as it provides a visual representation of tasks, their durations, dependencies, and the overall project timeline. We opened word directly and started to work on the task on one computer as we grasped that this task can’t really be divided up but rather be focused on by three members.

#### Conclusions:

#### Moving forward, it is imperative to address any variables, optimize resource utilization, and maintain a proactive approach to risk management. Regular monitoring and adjustment of the Gantt chart will be essential to track progress accurately and make informed decisions.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify the plans, resources, and schedules | ALL | 4/3/2024 |
| * Monitor the progress | ALL | 5/29/2024 |

# Other Information

#### Resources:

Noor’s PowerPoint and Templates.

#### Date of next meeting:

5/15/2024