**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 1

Group Meeting Report

| Notice of Meeting and Agenda | 15/02/20224:00pmEIT Campus |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | Group 1 |
| Group Lead: | Jayden Pearce | Note taker: | - |
| **Attendees:** | Cullen Martin, Elton Sinclair, Jayden Pearce | | |
| **Absent:** | - | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Contact details exchange 2. Position organisation | | |

# Minutes

| Agenda Item 1: | Contact details exchange | Presenter: | - |
| --- | --- | --- | --- |

#### Discussion:

Team members will need to exchange email addresses. These will be used to let members join the Google Drive file share.

#### Conclusions:

Email addresses are collected, and the Google Drive file share can be done.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Email | Elton Sinclair | 15/02/2022 |
| * Email, organise Google Drive project | Cullen Martin | 15/02/2022 |
| * Email | Jayden Pearce | 15/02/2022 |

| Agenda Item 2: | Position organisation | Presenter: | - |
| --- | --- | --- | --- |

#### Discussion:

Team members are to organise their positions within the group.

#### Conclusions:

Teams members are given their roles in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Code developer | Elton Sinclair | 22/02/2022 |
| * Code developer | Cullen Martin | 22/02/2022 |
| * Project leader | Jayden Pearce | 22/02/2022 |

# Other Information

#### Date of next meeting:

22/02/2022