Practical Project - Iteration 2

Group Meeting Report

| Notice of Meeting and Agenda | 5/04/20224:00pmEIT Campus |
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| Sponsor: | Noor Alani | Name of Group: | Group 1 |
| Group Lead: | Cullen Martin | Note taker: | Cullen Martin |
| **Attendees:** | Jayden Pearce, Elton Sinclair, Cullen Martin | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Discuss our Gantt chart for iteration 2 2. Discuss our resource requirement list for iteration 2 | | |

# Minutes

| Agenda Item 1: | 1. Discuss our Gantt chart for this project | Presenter: | Cullen Martin |
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#### Discussion:

Team members discuss the project leading up to this point and each member’s contributions

#### Conclusions:

All information necessary to complete a Gantt chart has been relayed to Jayden

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete a Gantt chart for this project | Jayden Pearce | 11/04/2022 |

| Agenda Item 2: | Discuss our resource requirement list for this project | Presenter: | Cullen Martin |
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#### Discussion:

Discuss who will be responsible for completing the resource requirement list

#### Conclusions:

Cullen Martin will be responsible for completing the resource requirement list

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete a resource requirement list for this project | Cullen Martin | 11/04/2022 |

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# Other Information

#### Date of next meeting:

12/04/2022