**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 | Date: 02/05/2024Time: 1:30pm - 2:30pmLocation: PA105 |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Anastasia Mozhaeva | Name of Group: | Team JZTC |
| Group Lead: | Joenella Hiko | Note taker: | Zoe Proudfoot |
| **Attendees:** | Joenella Hiko, Tainui Weti , Zoe Proudfoot, Cairo Bullen | | |
| **Absent:** |  | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Gantt Chart 2. GitHub | | |

# Minutes

| Agenda Item 1: | Create a GANTT Chart. | Presenter: | Tainui Weti |
| --- | --- | --- | --- |

#### Discussion:

Sorting the project team into

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload GANTT Chart to GITHUB. * List all the tasks that are WIP and prioritize the work in the category column. * Enter start dates for each task. | Tainui Weti, Joenella Hiko  Tainui Weti, Joenella Hiko  Tainui Weti, Joenella Hiko | 02/5/24 2.30 pm  02/5/24 2.30 pm  02/5/24 2.30 pm |
|  |  |  |

| Agenda Item 2: | Made Github accounts, and created a repository for the group project. | Presenter: | Zoe Proudfoot |
| --- | --- | --- | --- |

#### Discussion:

Made a repository for our group’s project, and shared it with other group members.

#### Conclusions:

Created a repository

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Each team member to create a GitHub Account | Zoe Proudfoot, Cairo Bullen, Tainui Weti, Joenella Hiko | 02/05/24 2.30 pm |
| * Make a repository for the group project | Zoe Proudfoot | 02/05/24 2.30 pm |
| * Share the repository link with the rest of the team via email | Zoe Proudfoot | 02/05/24 2:30 pm |

# Other Information

#### Resources:

Github, Gantt chart template provided by Anastasia Mozhaeva

#### Date of next meeting:

9/5/24 2.00 pm