**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 | Date: 26/03/2024Time: 2:46-3.46 PMLocation: PA105 |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Anastacia Mozhaeva | Name of Group: | JZTC |
| Group Lead: | Joenella Hiko | Note taker: | Zoe Proudfoot |
| **Attendees:** | Joenella Hiko, Zoe Proudfoot, Tainui Weti, Cairo Bullen | | |
| **Absent:** | No One | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. What resources do we need | | |

# Minutes

| Agenda Item 1: | Resources | Presenter: | Jo |
| --- | --- | --- | --- |

#### Discussion:

What Resources do we need?

#### Conclusions:

Set up an online meeting on Zoom

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Talked about the resources we need such as PC or laptop or tablet and internet access * Everyone is to download Zoom onto their devices | Joenella Hiko, Zoe Proudfoot, Tainui Weti, Cairo Bullen | 3:00pm |
| * Go through how to use Zoom | Joenella Hiko, Zoe Proudfoot, Tainui Weti, Cairo Bullen | 3:00pm |

# Other Information

#### Resources:

laptops,microsoft word,google drive