**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 1

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 21/02/2022Time: 10amLocation: EIT Campus |

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|  | | | |
| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | Russell Ruru | Note taker: | Leon White |
| **Attendees:** | Leon White, Lilia Karl, Russell Ruru | | |
| **Absent:** | N.A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Familiarize ourselves with the Agile Project 2. Complete Stakeholder Register 3. Communication plan | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | 1. Familiarize ourselves with the Agile Project | Presenter: | Lilia Karl |

#### Discussion:

Introduction, Detailed Guidelines, Project Assignment Tasks, Iteration 1

#### Conclusions:

All group members need to make a good academic effort or our individual marks will go down.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review success criterion (Rubric) | All group members | 23.02.2022 |
| * Enter assignment dates to all our personal diaries | All group members | 23.02.2022 |
| Set agenda item | Lilia Karl | 24.02.2022 |

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| --- | --- | --- | --- |
| Agenda Item 2: | Complete Stakeholder Register | Presenter: | Leon White |

#### Discussion:

Having a Stakeholder register is important, and we will use the time of this meeting to complete a stakeholder register.

#### Conclusions:

We need to continually update the Stakeholder register

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review Stakeholder register for the next meeting | All group members | 24.02.2022 |
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| Agenda Item 3: | Communication plan | Presenter: | Russel Ruru |

#### Discussion:

Agree how to communicate between group members

#### Conclusions:

We will use our own group in Microsoft teams because ‘chat’ function limited.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Microsoft Team group * Practice meeting | Ian Allan  All group members | 21.02.2022  21.02.2022 |
| * Practice uploading and editing a file | All group members | 21.02.2022 |
| * Ensure group chat works | All group members | 21.02.2022 |

# Other Information

#### Resources:

ITPMS5.240 Agile projects – Practical, Example Stakeholder Register, Microsoft Teams

#### Date of next meeting:

07.03.2022