**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 3

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 14.03.2022Time: 10amLocation: EIT Tarawhiti |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | Russell Ruru | Note taker: | Lilia Karl |
| **Attendees:** | Lilia Karl, Russell Ruru | | |
| **Absent:** | Cole William Yuile | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review group progress 2. Iteration 1 Report 3. Arrange future meeting | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Review group progress | Presenter: | Russell Ruru |

#### Discussion:

Overall review of what we have done so far and what needs to be done.

#### Conclusions:

We decided to meet on Wednesday and, if possible, on Friday

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review success criterion (Rubric) * Set agenda item | All group members  Lilia Karl | 14.03.2022  14.03.2022 |
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| Agenda Item 2: | Iteration 1 Report | Presenter: | Lilia Karl |

#### Discussion:

Need to write the group report for Iteration 1. We have already had a group brainstorm through sharing files on Teams.

#### Conclusions:

We will use the time on class to finalize the report.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Write the report draft * Write final document | Lilia Karl, Russell Ruru  Lilia Karl | 14.03.2022  15.03.2022 |
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| Agenda Item 3: | Arrange future meeting | Presenter: | Russel Ruru |

#### Discussion:

Agree when it is best to meet next.

#### Conclusions:

We will meet and work together on Wednesday, and possibly on Friday.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set next meeting * Set Agenda for next meeting | All members  Lilia Karl | 15.03.2022  15.03.2022 |
|  |  |  |
|  |  |  |

# Other Information

#### Resources:

Refer to Personas Power Point Document Slide 40

#### Date of next meeting:

16.03.2022