Practical Project - Iteration 2

Group Meeting Report 5

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| Notice of Meeting and Agenda | Date: 18.03.2022Time: 1pmLocation: EIT Campus |

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| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | N/A | Note taker: | Lilia Karl |
| **Attendees:** | Lilia Karl, Russell Ruru, Cole Yuile | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review project process 2. Start on Iteration 2 3. Set next meeting date and agenda | | |

# Minutes

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| Agenda Item 1: | Review project process | Presenter: | Russell Ruru |

#### Discussion:

Check whether we are up to date with assignment: complete GMRs (including markdown files); persona’s markdown files.

#### Conclusions:

Once we have a live link to persona’s files, we will add that to markdown file.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Update persona links * Finish GMR markdown files * Update Stakeholder Register | Russell Ruru  Lilia Karl  Cole Yuile | -- -- -----  20.03.2022  18.03.2022 |
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| Agenda Item 2: | Start on Iteration 2 | Presenter: | Cole Yuile |

#### Discussion:

Need to start on Iteration 2 because there will be no time in class to work on this part of the project. Familiarise ourselves with the tasks. Task / responsibilities allocation.

#### Conclusions:

We had an introduction to Iteration 2 by reading the guidelines and looking at the template files.

| Action items | Person responsible | Deadline |
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| * Read guidelines * Read resources | All members  All members | 18.03.2022  18.03.2022 |
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| Agenda Item 3: | Set next meeting date and agenda | Presenter: | N/A |

#### Discussion:

Agree when it is best to meet next, according to member’s timetables and project workload. Agree on next meeting’s agenda.

#### Conclusions:

We will discuss next week when we meet next.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set next meeting * Set agenda for next meeting | All members  ? | 19.03.2022 |
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# Other Information

#### Resources:

EIT online – Assessments tab: Iteration 2 guidelines

#### Date of next meeting:

T.B.C