Practical Project - Iteration 2

Group Meeting Report 6

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| Notice of Meeting and Agenda | Date: 06/04/2022Time: 10amLocation: EIT Campus |

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| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | N/A | Note taker: |  |
| **Attendees:** | Lilia Karl | | |
| **Absent:** | Russell Ruru, Cole Yuile, | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Iteration 2 task assignment 2. Iteration 2 report 3. Next Meeting | | |

# Minutes

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| Agenda Item 1: | Iteration 2 task assignment | Presenter: Lilia |  |

#### Discussion:

#### Review Iteration 2 tasks. This meeting was supposed to happen the day of the Lab on Weds 6/4/2022, but 2 of us were absent. (RR)

#### Conclusions:

We need to break down tasks for Iteration 2 and assign them to each member.

We appreciate that Lilia was unable to discuss the Iteration task on her own (RR)

Lilia had already uploaded a Gant chart and breakdown, progress of completed Iteration 1 Tasks and progress of Iteration 2 Tasks so far. (RR)

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Lilia shared and uploaded a Gant chart to Teams. * Lilia’s chart added to markdown folder | Lilia  Russell |  |
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| Agenda Item 2: | Iteration 2 report | Presenter: Lilia |  |

#### Discussion:

#### Report on Iteration 2 due next week. Lilia and Russell only talked briefly about a group meeting (RR)

#### Conclusions:

#### Lilia was unable to discuss completion of Iteration 2 tasks and report on her own.

| Action items | Person responsible | Deadline |
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| * Group focused on completing Lab 4 session * – worked on completing Intro to GitHub assignment. | Russell & Cole |  |
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| Agenda Item 3: | Next Meeting | Presenter: Lilia |  |

#### Discussion:

#### We briefly discussed another group meeting, to discuss the same 3 Agenda items.

#### Conclusions:

Another meeting was set.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set meeting on Teams online. | Russelll & Lilia |  |
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# Other Information

#### Resources:

* Date of next meeting: Friday 8/04/2022 1pm.