**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: 29/02/2024****Time: 1:00-2:30****Location: EIT Tairawhiti** |
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| --- | --- | --- | --- |
| **Sponsor:** | Anastasia Mozhaeva | **Name of Group:** | KBVN |
| **Group Lead:** | Kyle A. Chisholm (CEO) | **Note taker:** | Neri I. J. West |
| **Attendees:** | Kyle A. Chisholm (CEO), Varun Wadhwa (Security), Brent Forge (Manager/Designer), Neri I. J. West (Developer) | | |
| **Absent:** | No | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Establish the stakeholders, role and requirements in the project 2. Set up meeting schedule for development of commerce website | | |

# **Minutes**

| **Agenda Item 1:** | Establish the stakeholders, role and requirements in the project | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

To assigning the roles for the stakeholder

#### **Conclusions:**

The stakeholders were established in our corresponding roles and requirements.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Finishing the required security protocols. | Varun Wadhwa (Security) | 07/03/2024 |
| Managing communication between group and ensuring project meets goals | Brent Forge (Manager/Designer) | 07/03/2024 |
| Install needed applications for development | Neri I. J. West (Developer) | 07/03/2024 |

| **Agenda Item 2:** | Set up meeting schedule for development of commerce website | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

Everyone must be available during work hours (9am-5pm) during the project through zoom/microsoft team calls and emails.

#### **Conclusions:**

To be driven in project and availability of stakeholders.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Available every tuesday and thursday at 1:00pm to 2:00pm via zooms/teams and mails. | Varun Wadhwa (Security) | 14/03/2024 |
| Daily emails at 12:00pm to keep project on track | Brent Forge (Manager/Designer) | 14/03/2024 |
| Available weekly via zoom call every thursday from 1:00pm to 2:00pm | Neri I. J. West (Developer) | 14/03/2024 |

# **Other Information**

#### **Resources:**

Google, Power Point, Google Docs, Microsoft Word

#### **Date of next meeting:**

To be done : 12/03/2024