**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 2**

Group Meeting Report 5

| **Notice of Meeting and Agenda** | **Date: 26/03/2024****Time: 1:00-2:30****Location: EIT Tairawhiti** |
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|  | | | |
| --- | --- | --- | --- |
| **Sponsor:** | Anastasia Mozhaeva | **Name of Group:** | KVN |
| **Group Lead:** | Kyle A. Chisholm (CEO) | **Note taker:** | Neri I.J. West |
| **Attendees:** | Kyle A. Chisholm (CEO), Varun Wadhwa (Security), Neri I.J. West (Developer) | | |
| **Absent:** | No | | |
| **Please bring:** | Nothing | | |
| **Agenda items:** | 1. Create a new folder for activity 3 in the shared google drive and attach all of the personas. 2. Meeting with team members for progress report | | |

# **Minutes**

| **Agenda Item 1:** | Create a new folder for activity 3 in the shared google drive and attach the all the personas | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

Who will create the new folder, what it is called.

#### **Conclusions:**

Varun will create the new folder and each individual shareholder will attach the their own persona documents

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Attach your persona to the Shared Google Drive | Everyone | 22/03/2024 |
| Create the new folder for activity 3 | Varun Wadhwa (Security) | 22/03/2024 |

| **Agenda Item 2:** | Meeting with team members for progress report | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

Who will organise the progress report and how it will be done.

#### **Conclusions:**

Kyle starts the progress report and all of the shareholders work on it

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Creating the progress report | Kyle A. Chisholm (CEO) | 22/03/2024 |
|  |  |  |
| Providing and writing the information for the report. | Everyone | 22/03/2024 |

# **Other Information**

#### **Resources:**

Google, Power Point, Google Docs, Google Drive

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

To be done : 09/04/2024