**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 6

| **Notice of Meeting and Agenda** | **Date: 09/04/2024****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. Download the Resource Needs Template and discuss with the team about how changes will be implemented to the template. 2. Finish Meeting Report 6 & Activity-3. | | |

# **Minutes**

| **Agenda Item 1:** | Download the Resources Needs Template and discuss with the team about how changes will be implemented to the template. | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Who will download the Resources Needs Template.

#### **Conclusions:** VarunWadhwa will upload the Resource Needs template into a Google Drive and with the help of other shareholders will complete it.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Download the Resource Needs Template in group Google Drive-Activity 3  Complete the Resource Needs Template | Varun Wadhwa (Security)  Everyone | 09/04/2024  09/04/2024 |

| **Agenda Item 2:** | Finish Meeting Report 6 & Activity-3. | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Who will complete meeting report 6 and who will finish and submit Activity 3.

#### **Conclusions:** Neri I.J. West will finish activity 3 and all other shareholders shall work on Meeting report 6.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Finish and Submit Activity 3 | Neri I.J. West | 09/04/2024 |
|  |  |  |
| Complete Meeting report 6 | Kyle A. Chisholm (CEO) and Varun Wadhwa (Security) | 09/04/2024 |

# **Other Information**

#### **Resources:**

Google, Power Point, Google Docs, Google Drive

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

To be done : 2/05/2024