**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 7

| **Notice of Meeting and Agenda** | **Date: 02/05/2024****Time: 1:00-2:30****Location: EIT Tairawhiti** |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| **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. Paper plane 2. Discuss about Gantt chart | | |

# **Minutes**

| **Agenda Item 1:** | Paper plane | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Make a group meeting about how far will our paper plane fly and how will we accomplish this

#### **Conclusions:** We made 2 Iterations to fly paper planes for desired aim.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| I will fly the paper plane and record the distance it flew  Worked in team and recorded two Iterations  1 Iteration failed 2 times in 2 Iterations reach our goal. | Kyle A. Chisholm (CEO)  All shareholders and Tainui Weti | 09/05/2024  09/05/2024 |

| **Agenda Item 2:** | Discuss Agile plan in regards to Gantt chart | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** If the group should change the plan to create a Gantt chart for Iteration 2 week 4 or make one for Iteration 3 week 5 instead or both.

#### **Conclusions:** We chose to start and finish Iteration 2 week 4 and then afterwards to start Iteration 3 week 5

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Download Gantt Chart template and discuss resource  planning for e-commerce websites. | Everyone | 09/05/2024 |
|  |  |  |
| After completion of Iteration 2 week 4 everyone starts Iteration 3 week 5 | Everyone | 09/05/2024 |

# **Other Information**

#### **Resources:**

Google, Microsoft Excel, Google Docs, Google Drive

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

To be done : 09/05/2024