

Agile Project | Progress Report 3 | Iteration 3

# Appendix

Group - KVN

* Kyle A. Chisholm
* Varun Wadhwa
* Neri I. J. West

Member roles :

* Kyle A. Chisholm (CEO)
* Varun Wadhwa (Security Developer)
* Neri I. J. West (Lead Developer)

Our github link - [Group-2–2024](https://github.com/Logwar98/-Group-2---2024)

Work:

Activity 5-7

Meeting Report: 8

Lab:4-7

Risk Register

Kanban

Github Wiki

# Description of contribution -

Group contribution :

1. All shareholders in the group have contributed in submitting this report within the required time.
2. All members worked well throughout this iteration, by following previous mistakes we made changes and improved the reports.
3. We set a group meeting for deciding the risk register table and convert the table to our github wiki page.
4. Everyone started working on lab 7 and (UAT), by separating the tasks as well.

Individual contribution :

Everybody individually submitted the lab 5 & 6 and learned more about the github and wiki pages.

1. The risk register table was done by both shareholders (Neri I. J. West) and (Varun Wadhwa)
2. Group Github was created by Neri I.J. West
3. Meeting Report 8 was done primarily by Kyle A. Chisholm
4. The Wiki page and Kanban board was done by Kyle A. Chisholm

# Challenges

Challenge throughout this iteration was that we had less time to do a lot of work we were not confident about doing. For example, we never knew how to use github so we needed to figure out how to use it while doing our tasks for it at the same time. (Doesn't help that half the instructions were out of date). Also the wiki page, how to write in markdown syntax but we figured out some way and posted on our github wiki page.

What’s working ?

* Our team has been able to allocate tasks better, for example Kyle A. Chisholm does the Kanban for github, while Neri I.J. West uploads the files and Varun Wadhwa starts the wiki page.
* We worked very well in the team for this iteration by dividing the work within the team.
* We learned more about github, how to use repositories, make push changes and wiki pages.

What’s not working ?

The one thing that’s not working is having less knowledge about github as all the members do not know very much of github but with team support we find out a lot of ways to work around github.

Group meeting report - 8

**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.

2. Once completed, convert this content to readme.md (GitHub).

**Practical Project - Iteration 3**

Group Meeting Report 8

| **Notice of Meeting and Agenda** | **Date: 21/05/2024****Time: 1:00pm-2:30pm****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. Create a group Github Page for the final project, working with wiki pages. 2. Create a risk register table, convert to github wiki. | | |

# **Minutes**

| **Agenda Item 1:** | Create group Github page and work with wiki pages | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Which member will create and add info to the group github page and populate files in the wiki page.

#### **Conclusions:** Neri I.J. West will create the page, Kyle A. Chisholm will create a kanban while Neri I.J. West and Varun Wadhwa will add the groups files onto the repository.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Transfer information from gantt chart to the Github Kanban.  Add files from Iteration 1 and 2 onto Github Repository.  Started working on github wiki pages. | Kyle A. Chisholm(CEO)  Neri I. J.(Developer)  Varun Wadhwa (Security) | 28/05/2024  28/05/2024  28/05/2024 |
|  |  |  |

| **Agenda Item 2:** | Create Risk Register | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Who will create a risk register and add the information onto it.

#### **Conclusions:** Kyle A. Chisholm will create the Risk Register, while Neri I.J. West and Varun Wadhwa will add the information to it.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Create the Risk Register. | Kyle A. Chisholm (CEO) | 28/05/2024 |
|  |  |  |
| Add information to the Risk Register, submit the table in  github wiki.  Convert the risk register table to the github wiki and  posted on the wiki page. | Neri I.J. West (Developer)  Varun Wadhwa (Security) | 28/05/2024  28/05/2024 |

# **Other Information**

#### **Resources:**

Google, Microsoft Excel, Google Docs, Google Drive, GitHub

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

To be done : 30/05/2024