Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | Tuesday, 26 October 2021DateTimeGroup Meeting Location |

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| Sponsor: | Kikyo | Name of Group: | Group 14 |
| Group Lead: | kikyo | Note taker: | kikyo |
| **Attendees:** | kikyo | | |
| **Absent:** | None | | |
| **Please bring:** | Pen,notebook | | |
| **Agenda items:** | * Describe and apply risk management techniques to identify and mitigate risks. * Describe the main techniques used to improve processes in IT projects. | | |

# Minutes

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| Agenda Item 1: | * Describe and apply risk management techniques to identify and mitigate risks. | Presenter: | kikyo |

Discussion:Describe and apply risk management techniques to identify and mitigate risks.

#### Conclusions:

The risk is avoided by changing the project in someway to bypass the risk.Some political risks e.g. adverse public opinion. Some technical/operational/infrastructure risks e.g. maintenance problems. Legal and regulatory risks e.g. regulatory controls, licensing requirements. Insolvency can also reduce risks before any project begins. We need to minimize those kinds of risks. The risk may be accepted perhaps because there is a low impact or likelihood. A contingency plan will be identified should it occur.

But risks often bring unexpected opportunities

Action is taken to increase the likelihood of the opportunity occurring or the positive impact it could have. Strategic/commercial opportunities such as new partnerships, new capital investment, new promoters. Here no action is taken and the chance to gain from the opportunity is rejected. Contingency plans may be put in place should the opportunity occur.

In the end we had to make some improvements to the project, and there were a number of Constraints that we encountered during the improvement process, some of which we improved through our understanding of Theory of Constraints (TOC), but also an organizational culture that allowed everyone to participate in the improvement of the actual project

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Describe and apply risk management techniques to identify and mitigate risks. | kikyo | Thursday, 28 October 2021 |
| * Describe and apply risk management techniques to identify and mitigate risks. | kikyo | Thursday, 28 October 2021 |

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| Agenda Item 2: | * Describe the main techniques used to improve processes in IT projects. | Presenter: | kikyo |

* **Discussion:**Describe the main techniques used to improve processes in IT projects.

#### Conclusions: XP: Processes are interlinked and dependant with each other so a team needs to understand the impact on other processes before making changes.

#### Scrum: Follows relatively strict processes but guidelines like iteration length can be changed to suit an organisation.

#### Kanban: Relatively flexible and can adapt to the environments requirements.

#### TOC says that all systems consists of multiple linked activities.

#### There is always one activity which acts as a constraint upon the entire system.

#### The constraint is often referred to as a bottleneck.

#### The bottleneck stands in the way of achieving a business goal.

#### TOC focussess on systematically eliminating the bottleneck until it is no longer the limiting factor.

| Action items | Person responsible | Deadline |
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| * Describe the main techniques used to improve processes in IT projects. | kikyo | Tuesday, 2 November 2021 |
| * Describe the main techniques used to improve processes in IT projects. | kikyo | Tuesday, 2 November 2021 |

# Other Information

#### Resources:

Pen，paper

#### Date of next meeting:

None