**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

| Notice of Meeting and Agenda | Date - 15/3/2022Time- 2pmLocation- EIT |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | Group 9 |
| Group Lead: | Josh Harding | Note taker: | Josh |
| **Attendees:** | Max, Pinder | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Project identification 2. Task Distribution 3. Github boards | | |

# Minutes

| Agenda Item 1: | Product Identification | Presenter: | Josh |
| --- | --- | --- | --- |

#### Discussion:

We discussed about the iterations. Discussed how we went in last iteration and how can we improve more into this iteration.

#### Conclusions:

We worked more in class rather than home that was the conclusion we came up in this meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Reading Iteration 2 | Josh | 22/3 |
| * Reading iteration 2.1 | Pinder | 22/3 |
| * Reading iteration 2.2 | Max | 22/3 |

| Agenda Item 2: | Task Distribution | Presenter: | Pinder |
| --- | --- | --- | --- |

#### Discussion:

We discussed about the tasks and distributed the tasks to each members as its showing below with deadline dates and we discuss to try tshare all this tasks on google docs so we all can access and learn from home while we can edit too.

#### Conclusions:

Tasks assigned and in next meeting we decided to review this then go forward.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Gantt Chart | Max | 01/4 |
| * Github Wiki | Pinder | 01/4 |
| * Resource Needs | Josh | 01/4 |
|  |  |  |

| Agenda Item 3: | Github Boards & Review | Presenter: | Max |
| --- | --- | --- | --- |

#### Discussion:

We discussed about github boards and shared our thoughts on github. We discussed how we can improve our work on our labs. Git Wiki how we can make it more clean and nicely presentation for our final project submission. Resource needs about what other resources we can use or need in whole project in real case scenario.

#### Conclusions:

We basically reviewed all this things and issued a new deadline to each member to complete a task and share it on github from now as at the end we need everything on github.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Adding all files into github | Pinder | 5/4 |
| * Test New Changes | Josh | 5/4 |
| * Continue - Gantt chart | Max | 5/4 |

# Other Information

#### Resources:

Laptop/ Notebook/ Pens

#### Date of next meeting:

05/04/2022