**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 3

Group Meeting Report

| Notice of Meeting and Agenda | Date - 5/4/2022Time- 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, Notebook | | |
| **Agenda items:** | 1. Project identification   2. Task Distribution  3. Website Integration and publish | | |

# Minutes

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

#### Discussion:

We discussed about the iterations and shared our ideas.

#### Conclusions:

How we can improve more from iteration 2.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Reading Introduction 3 | Josh | 12/4 |
| * Reading iteration 3.1 | Pinder | 12/4 |
| * Reading iteration 3.2 | Max | 12/4 |

| 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. Also we discussed how we can rotate the tasks as well example pinder was doing github wiki in iteration 2 and now in iteration 3 we assigned josh to finish the wiki. Its basically how everyone can learn with rotating the task was our main discussion.

#### Conclusions:

We issued the deadlines to each members while also we going to work in a group with sharing files and our discord communication channel.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Finishing Github | Josh | 20/5 |
| * Risk Register | Pinder | 17/5 |
| * User Acceptance Testing | Max | 24/5 |
|  |  |  |

| Agenda Item 3: | Website Integration and publish | Presenter: | Max |
| --- | --- | --- | --- |

#### Discussion:

We discussed what are the things we need to upload to publish our website. We issued new tasks deadlines and faced some difficulties publishing website. We discussed about the problems we faced and made notes accordingly and worked on it then finally our website is published

#### Conclusions:

We re-uploaded all our documents on github to publish the website because it was bit of mess. Each of us uploaded one folder to github to publish a website. Review all documents and final wiki presentation is our last task.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Testing | Max | 28/5 |
| * Review - all documents | Pinder | 28/5 |
| * Final Wiki | Josh | 28/5 |

# Other Information

#### Resources:

Notebook, Laptop, pens

#### Date of next meeting: N/A