Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | 11/05/20246.00pmOnline via Discord |

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| Sponsor: | Noor Alani | Name of Group: | Freeza |
| Group Lead: | Romaine | Note taker: | Romaine |
| **Attendees:** | Romaine, Bren, Sukh | | |
| **Absent:** | - | | |
| **Please bring:** | - | | |
| **Agenda items:** | 1. – Start work on Risk Management 2. – Talk about what to do in the future tasks | | |

# Minutes

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| Agenda Item 1: | Start work on Risk Assessment | Presenter: | Romaine |

#### Discussion:

Complete Risk Assessment as a group

#### Conclusions:

Risk Assessment completed. Used a different template.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload doc to GitHub Repository | Romaine | 13/05/2024 |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

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| Agenda Item 2: | Future Tasks | Presenter: | Romaine |

#### Discussion:

Continue working on Gantt Chart. Keep learning GitHub related stuff.

#### Conclusions:

Members to familiarize with GitHub. Team to continue after sponsor meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Date of next meeting: 17/05/2024

Enter any special notes here.