Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | 17/05/20246.00pmOnline 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. Add more to Gantt Chart 2. Assessing Tasks to be completed in Iteration 3 | | |

# Minutes

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| Agenda Item 1: | Adding to Gantt Chart | Presenter: | Romaine |

#### Discussion:

Filling out Gantt Chart. Nearing completion. Confirm with sponsor about any more tasks to be added.

#### Conclusions:

Talk to Sponsor about Gantt Chart and KanBan Board

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Talk to Sponsor about Gantt Chart and KanBan | Romaine, Bren, Sukh | 22/05/2024 |
| * 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: | Assessing remaining tasks in Iteration 3 | Presenter: | Romaine |

#### Discussion:

Going over final tasks required to complete before final handover.

#### Conclusions:

Team aware of tasks needing to be done. Refer to Sponsor for any issues or changes to be made.

| 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: 22/05/2024

In class meeting