**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 | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Gogeta and Vegetio |
| Group Lead: | Jordan Turner | Note taker: | Ben Mason |
| **Attendees:** | Ben Mason, Bodie Thomas, Jordan Turner | | |
| **Absent:** | Noor Alani | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Create a Resource Requirement List 2. Setting up a GitHub Repository 3. Setup a Gantt Chart for future Milestones | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Create a Resource Requirement List | Presenter: | Noor Alani |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Design a template | Ben Mason | 28/04/2023 |
| * Identify deliverables | Jordan Turner | 29/04/2023 |
| * Identify and acquire resources | Bodie Thomas | 29/04/2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Setting up a GitHub Repository | Presenter: | Bodie Thomas |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set up individual GitHub accounts | Everyone | 02/05/2023 |
| * Create Repository | Ben Mason | 03/05/2023 |
| * Put forward first update in repository | Bodie Thomas | 17/05/2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Setup a Gantt Chart for future Milestones | Presenter: | Ben Mason |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Design a Gantt template | Ben Mason | 06/05/2023 |
| * Map out task list | Bodie Thomas | 08/05/2023 |
| * Set timeframes per task | Jordan Turner | 09/05/2023 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.