Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | 17.04.202314:00MS Teams |

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| 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

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

#### Discussion:

We started this iteration by discussing the budget and resources requirements for this project, it’s important to allocated tasks and track all budget elements.

#### Conclusions:

We decided to ensure to go for a cost-effective plan, and we decided to keep the cost at minimum

| 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 |

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

#### Discussion:

We needed a central and secure place to store and corroborate our submissions to the project, we discussed how we were going to setup a GitHub repository and made shared access.

#### Conclusions:

It was discussed Bodie would setup the GitHub repository, and we would upload our individual submissions and previous work.

| 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 |

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

#### Discussion:

To plan our project, we would need a convenient and effective way to track tasks and milestones for each individual iteration.

#### Conclusions:

After discussing what software would be the best to track tasks and milestones, and decided to use a Gantt chart in Excel

| 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:

* Laptops x 3
* Labour x 57 hours

#### Date of next meeting: 22.05.2023