Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | 6/05/20232:34PMOnline Call |

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| Sponsor: | Noor Alani | Name of Group: | GOKU |
| Group Lead: | Aidan Willis | Note taker: | Notepad |
| **Attendees:** | Aidan Willis, James Sadler, Noor Alani, Sven Hoerler, | | |
| **Absent:** | Rob McNaught | | |
| **Please bring:** | Laptop, Notepad | | |
| **Agenda items:** | 1. Discuss the resource plan 2. Decide on the project schedule 3. Identify best tools for documentations | | |

# Minutes

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| Agenda Item 1: | Discuss the resource plan | Presenter: | Aidan Willis |

#### Discussion:

We discuss about the funding model, and what are the specific resources required to complete this e-commerce platform, we have covered a lot of activities and tasks required to fill in.

#### Conclusions:

Understood the resources and made sure there is no wasted money and meet the stakeholders expectations. .

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Align the plan with the stakeholders requirements | (Name) | **24/5/2023** |
| * Search in market what would be the labour cost | (Name) | **18/5/2023** |
| * Seek alternatives to high cost items | (Name) | **20/5/2023** |
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| Agenda Item 2: | Decide on the project schedule | Presenter: | James Sadler |

#### Discussion:

Discussed the project schedule requirements and what are the milestones required for each of these iterations.

#### Conclusions:

We need to make sure to remain committed to finish the project by the due date

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Schedule for different tasks with stakeholders | (Name) | **28/5/2023** |
| * Decide on the goal of each iteration | (Name) | **20/5/2023** |
| * Choose reasonable dates for each goal | (Name) | **15/5/2023** |

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| Agenda Item 3: | Identify best tools for documentations | Presenter: | James Sadler |

#### Discussion:

To identify the best possible tool for documentation and to understand how it would be important for the project.

#### Conclusions:

Understand the best tool to use for documentation and its importance in the workforce

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Choosing contents and relevant materials | (Name) | **17/5/2023** |
| * Make sure uploading all relevant files to GitHub | (Name) | **19/5/2023** |
| * Build and complete wiki/readme on GitHub | (Name) | **26/5/2023** |

# Other Information

#### Resources:

N/a

#### Date of next meeting: 17/06/2023

* Monthly meetings with stakeholders.
* weekly meetings with team members to ensure deadlines are being met and worked on.
* Make sure the whole company is introduced to git and how to use it so if something goes wrong or the stakeholder is unhappy, we can back up a save.