Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | 6/06/20232:34PMOnline Call |

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| Sponsor: | Noor Alani | Name of Group: | GOKU |
| Group Lead: | Aidan Willis | Note taker: | Aidan |
| **Attendees:** | Aidan Willis, James Sadler, Noor Alani, Sven Hoerler, | | |
| **Absent:** | Rob McNaught | | |
| **Please bring:** | Laptop, Notepad | | |
| **Agenda items:** | 1. Apply risk register to identify potential risks 2. Deploy the website (Upload to GitHub) 3. Complete UAT to assess the deployed website | | |

# Minutes

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| Agenda Item 1: | Apply risk register to identify potential risks | Presenter: | Aidan Willis |

#### Discussion:

We discussed things that could cause issues in the future with our project and ways to fix these issues

#### Conclusions:

We have decided to make a risk management document to negate as much risk as possible

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Determine risk description | Noor Alani | **24/6/2023** |
| * Evaluate Likelihood and impact | Aidan Willis | **18/6/2023** |
| * Assign a responsible person (owner) to mitigate these risks | James Sadler | **20//2023** |
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| Agenda Item 2: | Deploy the website (Upload to GitHub) | 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 |
| --- | --- | --- |
| * Uploading index and order pages | James Sadler | **28/6/2023** |
| * Upload contact and products pages | Aidan Willis | **20/6/2023** |
| * Activate Github pages to publicly surf the website | James Sadler | **15/6/2023** |

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| Agenda Item 3: | Complete UAT to assess the deployed website | 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 | Rob McNaught | **17/6/2023** |
| * Make sure uploading all relevant files to GitHub | James Sadler | **19/6/2023** |
| * Build and complete wiki/readme on GitHub | Aidan Willis | **26/6/2023** |

# Other Information

#### Resources:

N/a

#### Date of next meeting: 17/07/2023

* 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.