**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 | Date 29/3/22Time 2:35pmLocation EIT Taradale |
| --- | --- |

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| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | Group 15 |
| Group Lead: | Alex Borawski | Note taker: | Joost Verhoeven |
| **Attendees:** | Alex Borawski, Jordyn Hanekom, Joost Verhoeven | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Create Gantt Chart 2. Update Stakeholder Register 3. Resource Requirement List | | |

# Minutes

| Agenda Item 1: | Create Gantt Chart | Presenter: | Alex Borawski |
| --- | --- | --- | --- |

#### Discussion:

We think that we should create a Gantt chart, to keep track of assigned tasks and manage our time better

#### Conclusions: Download template and create detailed gantt chart using MS Excel

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Download the template | Alex Borawski | 12/4/22 |
| * Complete detailed chart | Alex Borawski | 12/4/22 |

| Agenda Item 2: | Update Stakeholder Register | Presenter: | Joost Verhoeven |
| --- | --- | --- | --- |

#### Discussion:

We think it's important to update the stakeholder register after the gantt chart is complete to accurately show who is doing what

#### Conclusions: Assign tasks identified once gantt chart is complete, and record information to github boards

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Assign tasks | Joost Verhoeven | 12/4/22 |
| * Record info into github boards | Joost Verhoeven | 12/4/22 |
|  |  |  |

| Agenda Item 3: | Resource Requirement List | Presenter: | Jordyn Hanekom |
| --- | --- | --- | --- |

#### Discussion: We think it’s important to write down a resource requirement list so we an get a better idea of the resources that are needed

#### Conclusions: Complete resource requirement list for the project, explain why you need for these resources

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete resource requirement list | Jordyn Hanekom | 12/4/22 |
| * Explain reasoning | Jordyn Hanekom | 12/4/22 |
|  |  |  |

# Other Information

#### Resources:

Group Meeting Report template.docx

Resource Needs Template.docx

Agile Gantt chart.xlsx

#### Date of next meeting:

3/5/22