**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 3

Group Meeting Report

| Notice of Meeting and Agenda | Date 3/5/22Time 2:35pmLocation EIT Taradale |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| 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. Group Meeting Report 2. Risk Register 3. User Acceptance Testing | | |

# Minutes

| Agenda Item 1: | Group Meeting Report | Presenter: | Joost Verhoeven |
| --- | --- | --- | --- |

#### Discussion:

We think we should download and continue to use the group meeting report template to easily record and write down our meetings each week

#### Conclusions: Download the group meeting report template use it to record our weekly meetings for iteration three

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Download the template | Joost Verhoeven | 17/5/22 |
| * Complete Group Meeting Report | Joost Verhoeven | 17/5/22 |

| Agenda Item 2: | Risk Register | Presenter: | Jordyn Hanekom |
| --- | --- | --- | --- |

#### Discussion:

We think it's essential to identify the risks using the risk register template to recognize and manage the risks involved

#### Conclusions: Download the template, and use it to identify the risks involved in the progress of our project

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Download the template | Jordyn Hanekom | 17/5/22 |
| * Indentify risks | Jordyn Hanekom | 17/5/22 |
|  |  |  |

| Agenda Item 3: | User Acceptance Testing | Presenter: | Alex Borawski |
| --- | --- | --- | --- |

#### Discussion: We think it’s important to do user testing to make sure our project is of good quality and to make sure it has minimal to no errors

#### Conclusions: Compete the User Acceptance Test Results Template for the project, and carry out manual user testing to make sure the project management implementation is successful

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Downloate the template | Alex Borawski | 17/5/22 |
| * Carry out manual user testing * Compete the User Acceptance Test Results Template | Alex Borawski  Alex Borawski | 17/5/22  17/5/22 |
|  |  |  |

# Other Information

#### Resources:

Group Meeting Report template.docx

risk register.docx

User Acceptance Tests.xlsx

#### Date of next meeting:

N/A