**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 1

Group Meeting Report

| Notice of Meeting and Agenda | Date 15/2/22Time 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. Filling out group meeting report 2. Filing out stakeholder register | | |

# Minutes

| Agenda Item 1: | Filling out group meeting report | Presenter: | Alex Borawski |
| --- | --- | --- | --- |

#### Discussion: We think that it’s important to download the group meeting report template as an easy way to record down our meetings every week

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

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Download group meeting report (GMR) | Joost Verhoeven | 22/2/22 |
| * Complete the GMR | Joost Verhoeven | 22/2/22 |

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

#### Discussion: We think it would be helpful to download the stakeholder register to use as a way to record all the stakeholders involved

#### Conclusions: Download the stakeholder register. Use it to record all the stakeholders involved

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Download the register | Jordyn Hanekom | 22/2/22 |
| * Complete the register | Jordyn Hanekom | 22/2/22 |
|  |  |  |

# Other Information

#### Resources:

Group Meeting Report template.docx

Shareholder Register template.docx

#### Date of next meeting:

15/03/2022