Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | Date 6/05/2025 |

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| Sponsor: | Noor Alani | Name of Group: | Vegeta |
| Group Lead: | Cameron | Note taker: | Cameron |
| **Attendees:** | Naish, Cameron, Terrence | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Risk Register 2. Pushing to GitHub 3. Publishing | | |

# Minutes

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| Agenda Item 1: | Meeting minutes | Presenter: | Cameron |

#### Discussion:

In this meeting, we will discuss what will need to be completed for the final iteration of our project.

#### Conclusions:

All action items discussed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Risk Register | All | Week 12 |
| * Push files to GitHub | All | Week 12 |
| * Publishing to GitHub | All | Week 12 |

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| Agenda Item 2: | Risk Register | Presenter: | Naish |

#### Discussion:

We discussed what will need to be in the Risk Register

#### Conclusions:

Potential risks recorded

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Risk recorded | Naish | Week 12 |
|  |  |  |
| * Resolved plan | All | Week 12 |

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| Agenda Item 3: | Push to GitHub | Presenter: | Terrence |

#### Discussion:

Pushing all HTML and CSS files to GitHub. Each person uploads from their own branch and merges with the master branch.

#### Conclusions:

Files pushed to GitHub

| Action items |
| --- |
| * Pushed home.html |
| * Pushed orders.html |
| * Pushed products.html |
| |  |  |  |  | | --- | --- | --- | --- | | Agenda Item 3: Publish to GitHub |  | Presenter: | Terrence |  Discussion: Check that all files are merged and finalized.Conclusions: Final project published   | Action items | Person responsible | Deadline | | --- | --- | --- | | * Pushed home.html | Terrence | Week 12 | | * Pushed orders.html | Cameron | Week 12 | | * Pushed products.html | Naish | Week 12 | |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.