**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 3

Group Meeting Report

|  |  |  |
| --- | --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation | :16th October :9:00 am  :401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Cassie | Name of Group: | Group 29 |
| Group Lead: | Zora | Note taker: | Chloe |
| **Attendees:** | Zora & Cassie & Chloe & Flames | | |
| **Absent:** | No | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | Risk & Governance  Process Improvement & QA | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Risk & Governance | Presenter: | Zora |

#### Discussion:

Describe and apply risk management techniques to identify and mitigate risks.

Identify the main popular IT governance frameworks that can be used in agile projects.

#### Conclusions:

We all know about risk management techniques and how to use them. We also got more comfortable with Github.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Search for information | Chloe & Flames | 16th October |
| * Organize information | Cassie | 16th October |
| * Writing | Zora | 16th October |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Process Improvement & QA | Presenter: | Flames |

#### Discussion:

Build and develop good quality IT projects.

Describe the main techniques used to improve processes in IT projects.

Apply software testing techniques to deliver usable projects.

**Conclusions:**

We can publish website using GitHub pages.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Search for information | Chloe & Flames | 16th October |
| * Organize information | Zora | 16th October |
| * Writing | Cassie | 16th October |

# Other Information

#### Resources:

Laptop.

#### Date of next meeting:

There is no next meeting.