Practical Project - Iteration 2

Group Meeting Report

| Notice of Meeting and Agenda | Date 17/04/2023Time 2:00 PMLocation Online |
| --- | --- |

| Sponsor: | Noor Alani | Name of Group: | Goku Black |
| --- | --- | --- | --- |
| Group Lead: | Liam Palmers | Note taker: | Alex Scott |
| **Attendees:** | Alex Scott, Liam Palmers, Beth J\ones | | |
| **Absent:** | - | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Evaluate Resource needs. 2. Discuss project planning tools. 3. Set up GitHub boards | | |

# Minutes

| Agenda Item 1: | 1. Evaluate Resource needs. | Presenter: | Liam Palmers |
| --- | --- | --- | --- |

#### Discussion:

We must determine the resource requirements for our project, document each required resource, for each task, then finalize our costs so we satisfy our stakeholders that the project will be completed within budget.

#### Conclusions:

We are satisfied that we know the resources we require for the project, along with the costs of them, with this knowledge we then completed a Resource Requirement List

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Work out what the tasks are within the project | Liam Palmers | 21/04/2023 |
| * Allocate each task with required resources | Alex Scott | 21/04/2023 |
| * Determine overall cost of project | Beth Jones | 21/04/2023 |

| Agenda Item 2: | Discuss project planning tools. | Presenter: | Alex Scott |
| --- | --- | --- | --- |

#### Discussion:

After discussion of project planning tools, we concluded it's important to consider the benefits of creating a Gantt chart for our project. This tool provides a clear and concise overview of the entire project timeline, breaking down the project into smaller tasks and assigning them to specific timeframes. This allows us to identify any potential conflicts or delays early on and allocate resources more efficiently, reducing overall project costs. Also, a Gantt chart helps us to communicate the project plan effectively to stakeholders, building trust and confidence in our project management capabilities. By using a Gantt chart, we can ensure that our project is completed on time, within budget, and to the satisfaction of all stakeholders involved.

#### Conclusions:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

| Agenda Item 3: | Set up GitHub boards | Presenter: | Alex Scott |
| --- | --- | --- | --- |

#### Discussion:

Setting up GitHub boards for our project can help us manage tasks and issues in an organized and efficient manner, promoting collaboration among team members. We can create boards for each project phase, and within each board, create cards for specific tasks or issues, allowing us to easily track their status. With careful planning and execution, we can use GitHub boards to manage our project effectively, stay on top of issues and tasks, and collaborate remotely to deliver a high-quality outcome.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Alex Scott | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
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# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.