**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 21st October2021Time 3:00 PMLocation 401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 33 |
| Group Lead: | Violet | Note taker: | Showily |
| **Attendees:** | Showily, Violet, Avocado, Red | | |
| **Absent:** | NA | | |
| **Please bring:** | Laptop,Mobile phone,Ipad | | |
| **Agenda items:** | 1. Complete a Risk Register 2. Push the files to GitHub. 3. Complete the User Acceptance Test Results template. | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Risk Register | Presenter: | Violet |

#### Discussion:

We should make the risk register and indicate the level of risk.

#### Conclusions:

A relatively sophisticated risk assessment of the website was produced.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Look for risks | Showily | 26th October 2021 |
| * Assess the level of risk | Violet | 26th October 2021 |
| * Perfect the form | Avocado | 26th October 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Push the files | Presenter: | Avocado |

Discussion: Each Group member push the files to GitHub, then check the integration and publish.

#### Conclusions:

ALL files had been pushed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Push the files to GitHub | Every members | 1st November 2021 |
| * Check the integration | Violet | 1st November 2021 |
| * Publish | Avocado | 1st November 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Acceptance Testing | Presenter: | Violet |

#### Discussion:

To make sure the project management implementation is successful (good quality, with

minimal or no errors), carry out manual user testing, and complete the Acceptance Testing.

#### Conclusions:

Complete the acceptance testing.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Look for scenario | Violet | 8th November 2021 |
| * Improve information | Avocado | 8th November 2021 |
| * Check | Showily, Red | 8th November 2021 |

# Other Information

#### Resources:

Please check the Wiki in our Github.

#### Date of next meeting:

This is the last meeting.