**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 | 18/05/20223PMLibrary |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Greg and Brenda |
| Group Lead: | Greg | Note taker: | Greg |
| **Attendees:** | Greg Brenda | | |
| **Absent:** |  | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. General discussion. | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Are we up to date | Presenter: | Greg |

#### Discussion:

No we need to upload the Gnatt chart and the resource requirements list

#### Conclusions:

We both concluded we agree

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload both files | Brenda | now |
|  |  |  |
|  |  |  |