

Practical Project - Iteration #3

Group Meeting Report 7

Date: 22/05/2023

Time: 11:30am-3:00pm

Location: PM129

Notice of Meeting and Agenda

Sponsor: Ian Allan **Name of Group:** Tairawhiti Group
Group Lead: Ian **Note taker:** Jody
Attendees: Ian, Jody, Phillip, Steve
Absent: Joe, Linkin
Please bring: USB Stick
Agenda items: 1. Risk register creation.
2. Enter Agenda Items here

Minutes

Agenda Item 1: Risk Register **Presenter:** Ian

Discussion:

We discussed risks and made a risks register for our project.

Conclusions:

We made a risk register.

Action items	Person responsible	Deadline
✓ Learn about risks	All	22/05/23
✓ Do activities on risk	All	22/05/23
✓ Create risk register	All	30/05/23

Other Information

Links:

Group Pages on GitHub: <https://github.com/jo3al3x/Agile-Projects>

Date of next meeting: 19/06/23