

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 2

Group Meeting Report

29 April

11am

Notice of Meeting and Agenda

Hawkes Bay Campus Taradale

Sponsor:	Noor Alani	Name of Group:	Beerus
Group Lead:	Divik	Note taker:	Karan
Attendees:	Divik and Karan		
Absent:	Null		
Please bring:	Laptop		
Agenda items:	<ol style="list-style-type: none">1. Build Gantt chart2. Building resource needs3. Network Diagrams and Critical Path		

Minutes

Agenda Item 1: Discuss and build Gantt chart **Presenter:** Karan

Discussion:

Discuss how we can include Gantt chart into the project

Conclusions:

The conclusion of the Gantt chart and milestone completion dates and how long it takes.

Action items	Person responsible	Deadline
✓ Naming Iteration project guidelines	Divik	29 April
✓ Filling in the days and completion times	Divik	29 April
✓ Milestone Completion	Karan	29 April

Agenda Item 2: Building resource needs **Presenter:** Divik

Discussion:

Discuss various items, cost and deliverables into a table

Conclusions:

We concluded the discussion of total costs and number of items.

Action items	Person responsible	Deadline
✓ What items are needed	Karan	29 April
✓ Calculating the costs	Divik	29 April
✓ Review relevance of the items	Karan	29 April

Agenda Item 3: Network Diagrams and Critical Path**Presenter:** Karan**Discussion:**

Discussing how to draw network diagrams and using critical path effectively

Conclusions:

We concluded the best critical path for our business

Action items	Person responsible	Deadline
✓ Network Diagram	Karan	24 May
✓ Choosing the critical path	Divik	24 May
✓ Reviewing both network diagram and critical path	Divik	24 May

Other Information

Resources:

Enter resources here.

Date of next meeting:

Enter any special notes here.