Practical Project - Iteration 3

Group Meeting Report

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| Sponsor: | Noor Alani | Name of Group: | Master Roshi |
| Group Lead: | N/A | Note taker: | Chloe Cawood |
| **Attendees:** | Lorien Gugich, Althea Lagudas, Chloe Cawood | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Identify risks and develop a functioning risk register. 2. Contain prior documentation to GitHub and the Gantt Chart. 3. User acceptance report and documentation finalization. | | |

# Minutes

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| Agenda Item 1: | Identify risks and develop a functioning risk register. | Presenter: | Althea Lagudas |

#### Discussion: Identify crucial risks and develop a risk register for the group’s chosen case study.

#### Conclusions: A risk register was created outlining all potential risks, impact/severity, likelihood, and mitigating action that should be taken should any of the mentioned risks occur.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify and describe potential risks. | Everyone, collectively. | May 20th |
| * Outline the likelihood and impact of these risks. | Everyone, collectively. | May 20th |
| * Discuss actions to mitigate the likelihood of these risks. | Everyone, collectively. | May 20th |

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| Agenda Item 2: | Contain prior documentation to GitHub and Gantt Chart. | Presenter: | Lorien Gugich |

#### Discussion: Maintain progress by uploading all documentation to both the GitHub and Gantt Chart.

#### Conclusions: All necessary documentation was completed and pushed to Git, available to access at any point.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Ensure documentation is complete and to standard. | Everyone, independently. | May 20th |
| * Upload and push documentation to Git. | Everyone, independently. | May 20th |
| * Confirm all documentation is readily available. | Everyone, collectively. | May 20th |

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| Agenda Item 3: | User acceptance report and documentation finalization. | Presenter: | Chloe Cawood |

#### Discussion: Complete a user acceptance test report for the provided website and ensure all documentation is completed to standard and uploaded accordingly.

#### Conclusions: Code was uploaded successfully and a UAT was developed. A checklist was made and confirmed all necessary documentation was readily available for final submission.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload the provided code to host a website. | Everyone. | May 20th |
| * Develop a UAT for the provided website. | Everyone. | May 20th |
| * Confirm all documentation is complete and uploaded. | Everyone. | May 20th |

# Other Information

#### Resources: N/A

#### Date of next meeting: To be discussed.