Practical Project - Iteration 2

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. Develop and use a Gantt Chart 2. Create a resource requirements list 3. Test and review GitHub progress and tools | | |

# Minutes

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| Agenda Item 1: | Create a functioning Gantt Chart | Presenter: | Chloe Cawood |

#### Discussion: Create and develop a Gantt Chart, including all future tasks and a roughly estimated schedule.

#### Conclusions: Gantt Chart was created on Notion and shared among the group members.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Locate a website/application to host the chart on. | Everyone; collaborative. | April 29th |
| * Identify and allocate tasks between group members. | Everyone; collaborative. | April 29th |
| * Format so everyone can read/understand the chart. | Everyone; collaborative. | April 29th |

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| Agenda Item 2: | Develop a Resource Requirements list. | Presenter: | Althea Lagudas |

#### Discussion: Create a Resource Requirements list in order to identify hypothetical necessities for the project.

#### Conclusions: Thorough research was conducted to locate resources, suppliers, and cost implementation.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify the necessary resources | Everyone; collaborative. | April 29th |
| * Scout for potential suppliers | Everyone; collaborative. | April 29th |
| * Research cost implementation | Everyone; collaborative. | April 29th |

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| Agenda Item 3: | Test and review GitHub Progress and tools. | Presenter: | Lorien Lagudas |

#### Discussion: Ensure that GitHub is up to date with necessary documentation and other information.

#### Conclusions: GitHub is being well maintained with all required documentation readily available.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create individual branches for each member | Lorien | April 29th |
| * Gather and upload relevant documents | Chloe | April 29th |
| * Ensure documentation is completed to standard | Althea | April 29th |

# Other Information

#### Resources: N/A

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