Practical Project - Iteration 2
Group Meeting Report

Date 18/3/25

Notice of Meeting and Agenda

Time 1:30

Location EIT Taradale Campus

Sponsor:	Noor Alani	**Name of Group:**	Goku
Group Lead:	Roman	**Note taker:**	Brent :D
Attendees:	Israel, Rajib		
Absent:	Israel (11/03/2025)		
Please bring:	Laptop, Pen, Notebook		
Agenda items:	1. Decide on the stakeholder register 2. Allocating requirements 3. Finalizing what we write on the registrar		

Minutes: 240 minutes

Agenda Item 1:	Decide on the stakeholder register	**Presenter:** Goku

Discussion: Table 1 stakeholder register sample. Planning for the register

The group is deciding on the names and roles of the stakeholders and other internal and external stakeholders. The group was able to have a record of 12 Internal and external stakeholders.

Rajib has been added to the group, and this adds one more stakeholder to our group. The group has added more to the table of stakeholders in the register, the requirements have more details.

We have begun work on iteration 1. This consisted of writing down our proposed agenda items.

Enter conclusions here. The group work concluded by finishing the stakeholder register, and everyone was able to put in their respective contributions

Action items	Person responsible	Deadline
✔ Communications for stakeholders	Israel John Whakamoe	18/3/25
✔ Roles for the stakeholders	Rajib Chowdhury	18/3/25
✔ Names of the Stakeholders	Roman Alveston Seaton	18/3/25
✔ Requirements for the stakeholders	Brent Jay L, Bragancia	18/3/25

160 minutes

Agenda Item 2: Lean and Kanban methodology **Presenter:** Brent, Israel, Rajib, Roman

Discussion:

The team discussed the tutorial on using the Kanban and Lean methodologies in regards to progressing the project. Everyone has contributed to the development of the banking app, and we expect to see further development down the line. Then we made a Gantt chart to use as our proper timeline and make proper guidelines

Conclusions:

We have finished the progress for the banking app, alongside the creation of the Gantt chart

Action items	Person responsible	Deadline
✔ Discuss features of the banking app	All	18/03/2025
✔ Write down our findings in the Kanban methodology	All	18/03/2025
✔ Do the activity for the Lean and Kanban methodology	All	18/03/2025

180 minutes

Agenda Item 3: Gantt chart creation   Presenter:
Israel

Discussion: As a group, we came together and made a Gantt chart based on previous iterations, what work we had completed so far, and planned future tasks. We all discussed and planned, writing down what we could into our Gantt chart, and making it visually friendly. It is hard to create a planning schedule like a Gantt chart after you have already started it, so next time it would be nice to do all of this at the very start, so it could have been much easier to plan and schedule. Apart from that, though, everything went well, and the team worked well together.

Conclusions:

A Gantt chart and schedule have been made, although the Gantt chart still needs iteration 3 to be completed and finalized.

Action items	Person responsible	Deadline
✔ Create Gantt chart template	all	08/04/2025
✔ Go back through work and compile into iterations to fill Gantt chart	all	08/04/2025
✔ Complete both iteration 1 and 2 of the Gantt chart	all	08/04/2025

Other Information

Resources:

Google Drive, Microsoft Excel.

Date of next meeting:

15/04/2025

120 minutes

Agenda Item 4: Create a GitHub repository   **Presenter:**   All

Discussion: The team collaborated in making a GitHub repository and projects for each of the Gantt chart lists
One of our team members, named Brent, was behind the repository, and he invited everybody else in the group, so we were all able to edit and make appropriate changes. Brent created a repository and invited everyone in the group to be able to add and edit.

Enter conclusions here. We assigned each other to our issues in the project

Action items	Person responsible	Deadline
✔ Editing the repository and projects	All	18/3/25
✔ Put the activities in a Gantt chart in a GitHub repository	All	18/3/25
✔ Add the members to the repository		
	Brent Bragancia	18/3/25
		18/3/25

120 minutes

Agenda Item 4:	Risk management and creating a risk register, then uploading to GitHub stuff	All	**Presenter:**

Discussion:

To create a risk management register and to identify risks that can hinder our e-commerce website, which also prepares us for future problems that may come to us and we can act upon this sooner and reduce the risk or completely stop it.

Our risk management register will identify risks that could threaten the progression of our E-commerce website. This also helps the team to find and combat future problems that may arise.

Brent created a repository and invited everyone in the group to be able to add and edit.

Enter conclusions here. We assigned each other to our issues in the project

Action items	**Person responsible**	**Deadline**
✔ Create Risk Register	All	18/5/25
✔ Markdown HTML documentation		
✔ Upload website template to Github repository.	All	18/5/25
	All	18/5/25

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Action items	Person responsible	Deadline