**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

| Notice of Meeting and Agenda | Date 18/3/25Time 1:30Location 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 * Requirements for the stakeholders |  | Roman Alveston Seaton  Brent Jay L, Bragancia | 18/3/25  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 * Add the members to the repository |  | All | 18/3/25 |
|  |  | 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 * Markdown HTML documentation |  | All | 18/5/25 |
| * Upload website template to Github repository. |  | All  All | 18/5/25  18/5/25 |
|  |  |  |  |