**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 1

Group Meeting Report

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| --- | --- |
| Notice of Meeting and Agenda | Date 2021.9.30Time three weeks class hoursLocation classroom |

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| Sponsor: | Noor Alani | Name of Group: | Group 43 |
| Group Lead: | Mengdie Cao | Note taker: | Bin Guan |
| **Attendees:** | Mengdie Cao, Bin Guan, Yining Xu, Yixin Wan | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Stakeholders Register template 2. Persona Template | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Stakeholders Register template | Presenter: | Mengdie Cao |

#### Discussion:

For accomplish the Stakeholders Register template, Mengdie Cao used five English names to design characters .Mengdie Cao named them by our group member's name. What's more, add one male character named Tom. And then we have a talk about their job and ability. Yining Xu and Yixin Wan based on abilities, skills and positions to made evaluations by marked H, M, L. Bin Guan completed the template and transform it into markdown language.

#### Conclusions:

The design of the characters is related to our personality assumptions, four female characters, one male character, there may be some limitations, but finally we have a preliminary understanding of how to make Stakeholders Register template and finish it .It is our first agile group work.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Designed characters | Mengdie Cao | Week 1 |
| Evaluate ability | Yining Xu, Yixin Wan | Week 1 |
| Complete template | Bin Guan | Week 1 |

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| --- | --- | --- | --- |
| Agenda Item 2: | Persona Template | Presenter: | Yining Xu, Yixin Wan |

#### Discussion:

Yining Xu and YiXin Wan created characters, it is difficult to design the persona development and their career. Mengdie Cao and Bin Guan viewed different information provided by different situations to make first impression and final impression.

#### Conclusions:

Yining Xu and Yixin Wan met some difficulties in designing characters and did not know how to make specific designs. When evaluating,Mengdie Cao and Bin Guan made stereotypes based on a limited amount of information, and then revise it when they see all the information. By doing this persona template, we began to think about the person experience and what the effect of it, how a person capacity.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Persona development | Yining Xu, Yixin Wan | Week 2 |
| * Persona testing and review | Mengdie Cao, Bin Guan | Week 2 |
| * Markdown edit | Mengdie Cao | Week 2 |

# Other Information

#### Resources:

The resource provided online.

#### Date of next meeting:

10.9