**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

| Notice of Meeting and Agenda | Date 20/03/2023Time: 1430Location: Online |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | Goku Black |
| Group Lead: | Liam Palmers | Note taker: | — |
| **Attendees:** | Alex Scott, Beth Jones, Liam Palmers | | |
| **Absent:** | - | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Stake-holder register 2. Group Meeting Report 3. Deploy GitHub Repo | | |

# Minutes

| Agenda Item 1: | Stakeholder Register | Presenter: | Liam Palmers |
| --- | --- | --- | --- |

#### Discussion:

Setting the framework for Iteration 1, by identifying which stakeholders are involved in the project, understand each of their individual requirements, recognize stakeholders’ level of interest and power in the project, and determine how we are going to communicate with each stakeholder, with these steps complete, we can complete the stakeholder register.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify stakeholders * Identify stakeholders requirements | Alex Scott  Beth Jones | 20/03/2023  20/03/2023 |
| * Complete Stakeholder Register | Liam Palmers | 20/03/2023 |

| Agenda Item 2: | Group meeting report | Presenter: | Beth Jones |
| --- | --- | --- | --- |

#### Discussion:

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record Agenda One | Liam Palmers | 20/03/2023 |
| * Record Agenda Two | Beth Jones | 20/03/2023 |
| * Record Agenda Three | Alex Scott | 20/03/2023 |

| Agenda Item 3: | Deploy a GitHub Repository | Presenter: | Alex Scott |
| --- | --- | --- | --- |

#### Discussion:

Deploy a GitHub Repository for the practical project (e-commerce website).

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create a new repository on GitHub | Alex Scott | Enter deadline here |
| * Commit (Push) stakeholder register and group meeting report to repository | Alex Scott | Enter deadline here |
| * Convert two documents to markdown language | Alex Scott | Enter deadline here |

# Other Information

#### Resources:

<https://github.com/AlexGithub777/goku_black>

<https://blog.acolad.com/7-essential-roles-in-a-web-development-team>

#### Date of next meeting: Monday 27th March 2023