# Progress Report – Week of 18/03/2024

Team Cell: Rhys Williams Bates, Terrence Charamba, Artem Hrytsenko

Managers: Noor Alani

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| Activity Summary | First, we had a group meeting on 26/02/2024 where we discussed:   1. Definition of the iteration 2. Explored collaborative workspaces. 3. Discord server and GitHub repository. 4. Explore and identify, who are our major stakeholders. 5. Completed and discussed stakeholder register.   Secondly, we have completed the stakeholder register, where we identified 4 factual stakeholders (1 sponsor and 3 team members). As well as suppliers, accountants, and developers.  After that, we have done 3 personas templates (1 per person). We reviewed our three templates and have approved them for suitability.  Currently, we are working on the progress report. |
| Personal Contributions | Rhys Bates:   * Persona Template * Meeting Note Taker * Edited GitHub documents * Gathering Information * Attending Meetings * Created discord channel. * Uploading files after meetings. * Organizing meetings.   Terrence Charamba:   * Created Notion TeamSpace. * Edited GitHub documents. * Contributing to the meetings. * Organizing meetings. * Attending meetings. * Spell checked documents. * Persona Template.   Artem Hrytsenko:   * Convert the Word documents to Markdown. * Created GitHub repository. * Attending meetings. * Uploading files to GitHub after meetings. * Persona Template. * Edited GitHub documents. * “Go-to” guy for trying to connect Git to GitHub. |
| Challenges and Obstacles | * Suitable time for the meetings due to commitments. * Slow internet connection. * Inability to connect the remote repository to a local one. (Solved) * Geographical distance between team members. (Hastings/Napier members) * Gathering information for personas was time-consuming. |
| Next Steps and Action Items | * Update the stakeholder register for clarity. * Set up the next meeting. * Prepare document templates. * Begin looking at Iteration 2 requirements. |