**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 | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Sooby Lin | Name of Group: | e.g. Group 36 |
| Group Lead: | Tonya Tang | Note taker: | Sammy Pan |
| **Attendees:** | Defiko Yu | | |
| **Absent:** | Defiko Yu | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Stakeholder register 2. Persona 3. Convert information to Markdown | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Stakeholder register | Presenter: | Bob |

#### Discussion:

Bob identified the main stakeholders in this project, their roles and impacts

#### Conclusions:

there are for main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record stakeholders’ names | Adam | 16th Sep 2021 |
| * Include their role | John | 16th Sep 2021 |
| * Include their impact | Tom | 16th Sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Persona | perPresenter: | CRystal |

#### TDiscussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Analyze characters through the context of the character plot.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * express needs and expectations | Tony | 16th Sep 2021 |
| * Goal-oriented design | Susan | 16th Sep 2021 |
| * character research | Alfred | 16th Sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Convert information to Markdown | Presenter: | Amy |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:Turning information into Markdown is a difficult process.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Convert information | Bobby | 16th Sep 2021 |
| * Integrate informatio | Poppy | 16th Sep 2021 |
| * Turn to Markdown | Coppy | 16th Sep 2021 |

#### Resources:

Enter resources here.

#### Date of next meeting:

28th September 2021