**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: 15/02/2022Time: 1600 HRSLocation: EIT (C217) |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | Draken |
| Group Lead: | Matthew Harris | Note taker: | Carl Inguanzo |
| **Attendees:** | Matthew Harris, Carl Inguanzo, Joshua Karl Merriman | | |
| **Absent:** |  | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Roles and positions | | |

# Minutes

| Agenda Item 1: | Roles and positions | Presenter: | Matthew Harris |
| --- | --- | --- | --- |

#### Discussion:

Discussed and decided if the role and positions that we have decided if everyone is happy doing

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Group Leader | Josh Merriman | 22/02/2022 |
| * Note taker | Matthew Harris | 22/02/2022 |
| * Sponsor | Carl Inguanzo | 22/02/2022 |

| Agenda Item 2: | Resources | Presenter: | Carl Henry Inguanzo |
| --- | --- | --- | --- |
|  |  |  |  |

#### Discussion:

We discussed and started doing getting resources

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * CVS | Josh Merriman | 22/02/2022 |
| * Interview | Matthew Harris | 22/02/2022 |
| * Introduction | Carl Henry Inguanzo | 22/02/2022 |

| Agenda Item 3: | Schedule & Time | Presenter: | Josh Merriman |
| --- | --- | --- | --- |

#### Discussion:

Discussed and created base layouts of customer back of business .

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Lead/Ideas | Joshua Merriman | 22/02/2022 |
| * Lead/Ideas | Mathew Harris | 22/02/2022 |
| * Note taking | Carl Henry Inguanzo | 22/02/2022 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

22/02/2022

*On March 13, 2022, we started a group meeting talking about personas*

*We discuss and do a persona 1, 2, and 3 that figure out what we put in, what we know about their personas. The harder part is making out the picture and thinking how we move to the next phase.*

*Josh did the first part of persona, Carl did the second persona and Matthew finished the last persona and took a photo. We individually done our works and help each other to add more to it.*