**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 2

Group Meeting Report 2

| Notice of Meeting and Agenda | Date: 15/03/2022TimeLocation |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | GROUP 8 |
| Group Lead: | Enter meeting facilitator here | Note taker: |  |
| **Attendees:** | RIO, DREW, TRAVIS | | |
| **Absent:** | OBAMA | | |
| **Please bring:** | Laptop, a can do attitude!! | | |
| **Agenda items:** | 1. Enter Agenda Items here 2. Enter Agenda Items here | | |

# Minutes

| Agenda Item 1: | Improving our note taking and meetings. | Presenter: | Travis |
| --- | --- | --- | --- |

#### Discussion:

What can we do better? What can we improve in this meeting from the last? We need to create clear objectives to the tasks that need to be completed.

#### Conclusions:

in a way this will benefit our ways in controlling things at first hand to get on top of what needs to be done and accomplished, saying that we need to deal out the tasks head on with new efficient ways.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * setting up meeting ahead of time | Travis | 05/04/22 |
| * come to meetings fully equipped and ready | Travis, Rio, Drew | 05/04/22 |
| * bringing efficient ideas and ways to the table | Travis, Rio, Drew | 05/04/22 |

| Agenda Item 2: | Website Dev costs | Presenter: | Drew |
| --- | --- | --- | --- |

#### Discussion:

what are the costs in developing our website? depending on the quality, this can vary… We want something high quality as our sponsor has the budget and is expecting something with certain high level features. we should do research and find a good developer, make sure to get a quote and clear pricing. We need to look at other costs associated with our e-commerce website. ongoing costs like maintenance need to be calculated per annual, or per month? need to invest some money into product testing.

#### Conclusions:

There are many costs associated with web development, we need to get the best value for our money. our sponsor has a high budget and wants high level features. The web developer must be able to give us these. need to account for maintenance costs in our budget.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research web developers who can help us | Drew | 25/03/22 |
| * Research maintenance costs | Rio | 25/03/22 |
| * Research testing costs | Travis | 25/03/22 |

| Agenda Item 3: | Website theme & requirements | Presenter: | Rio |
| --- | --- | --- | --- |

#### Discussion:

#### What do we want the theme of our website to be? What are the requirements for the e-commerce website? ( our website must have these…)

#### Conclusions:

A suitable theme that can be pleasing to the eyes. By adding things like an enhanced shopping cart, flexible return policy, mobile-friendly (Platform), email marketing tools, content management system, third-party shipment integration, product comparison alongside user-generated reviews, customer support and interface.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create concept themes | Drew | 20/04/22 |
| * Coding and changing using Git | Rio | 25/04/22 |
| * Reviewing code and chosen theme | Travis | 31/04/22 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.