**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 | Monday, March 20, 20233pmEIT HB Campus C214/215 |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Piccolo |
| Group Lead: | Dylan Anderson Peter | Note taker: | Kade |
| **Attendees:** | Connor Fergusson & Kade Shulker | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Project Charter 2. Planning 3. Prepare for iteration 2 | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Project Charter | Presenter: | Dylan Anderson |

#### Discussion:

#### We will establish the project’s requirements and outline everyone’s roles and responsibilities.

#### Conclusions:

Reached a consensus on the overall approach to the project and assigned everyone’s roles.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Establish the projects requirements | Dylan + Kade + Connor | 20 March 2023 |
| * Outline everyone's Roles and responsibilities | Connor | 21 March 2023 |
| * Set Timeline | Kade | 26 March 2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Planning | Presenter: | Dylan Anderson |

#### Discussion:

#### Agree on what needs to be done for the persona’s to be related to our project.

#### Conclusions:

Decided on who will be creating the personas and who will be testing/reviewing the personas.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete Stakeholder Register | Dylan + Kade + Connor | 28 March 2023 |
| * Create 3 Personas | Dylan + Connor | 28 March 2023 |
| * Test Personas | Kade Shuker | 31 March 2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Prepare for iteration 2 | Presenter: | Connor Ferguson |

#### Discussion:

Prepare for iteration 2 by discussing everyone’s roles and responsibilities.

#### Conclusions:

Reached a consensus on the overall approach to the second iteration and assigned everyone’s roles.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * Write each of our progress reports | Dylan + Kade + Connor | 17 April 2023 |
| * Finalize iteration 1 work | Dylan + Connor + Kade | 17 April 2023 |
| * Have a meeting to plan for iteration 2 | Kade | 23 April 2023 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

27th of April