Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | 15/02/20224.30P.MC145 Room |

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| Sponsor: | Noor Alani | Name of Group: | The Creators |
| Group Lead: | N/A | Notetaker | Katherine Mulder |
| **Attendees:** | Shaniece Eagan, Katherine Mulder | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Identify the requirement 2. Planning the project 3. Developing | | |

# Minutes

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| *Agenda Item 1:* | Identify The Requirements | Presenter: | Katherine Mulder |

#### Discussion:

Discussed the initiation process about the purpose of this product and who our target market is and understand the goals for the project.

#### Conclusions:

Decided to confirm the finer details later.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Stakeholder Register | Shaniece Eagan | 28/02/22 |
| * User Persona | Katherine Mulder | 16/02/22 |
| * Project Charter and Project Overview | Shaniece Eagan | 20/02/22 |

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| *Agenda Item 2*: | Planning The Project | Presenter: | Shaniece Eagan |

#### Discussion:

Discussed the UI and UX.

#### Conclusions:

Design UI first and discuss UX usability and accessibility in the next meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Wireframe Layout | Katherine Mulder | 01/03/22 |
| * Content Collection | Shaniece Eagan | 07/03/22 |
| * Prototype Design | Katherine Mulder | 13/03/22 |

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| *Agenda Item 3:* | Developing on UI | Presenter: | Enter presenter here |

#### Discussion:

Discussed how the website is going to run efficiently and what the entire site will look like.

#### Conclusions:

Focus on all the visual content and discuss coding for the next meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Website Layout | Shaniece Eagan | 13/03/22 |
| * Content Writing | Katherine Mulder | 14/03/22 |
| * Planning Sitemap | Shaniece Eagan | 16/03/22 |

# Other Information

#### Resources:

N/A

#### Date of next meeting:

29/03/22