Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | 29/03/20224.30P.MC145 Room |

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| Sponsor: | Noor Alani | Name of Group: | The Creators |
| Group Lead: | N/A | Notetaker | Shaniece Eagan |
| **Attendees:** | Shaniece Eagan, Katherine Mulder | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review the last meeting 2. UX for the website 3. Resource planning | | |

# Minutes

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| *Agenda Item 1:* | Review the last meeting | Presenter: | Katherine Mulder |

#### Discussion:

Reviewed our last meeting where we discussed our agendas.

#### Conclusions:

After reviewing our last meeting, we will have to adjust the stakeholder register and put our ideas together for the prototype design and come to an agreement for the website layout.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Adjust the stakeholder register | Katherine Mulder | 28/02/22 |
| * Agree on the prototype design | Shaniece Eagan | 16/02/22 |
| * Finalize the website layout | Katherine Mulder | 20/02/22 |

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| *Agenda Item 2*: | UX for the website | Presenter: | Shaniece Eagan |

#### Discussion:

Discussed specific characteristics that our website needs. This includes functional and non-functional requirements. Briefly talked through usability heuristics. We drew an HTA diagram of what we wanted and discussed the hierarchy goals.

#### Conclusions:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Solution requirements: Functional requirements and Non-functional requirements | Shaniece Eagan | 01/03/22 |
| * A hierarchical task analysis (HTA) diagram | Katherine Mulder | 07/03/22 |
| * Test all visual design | Shaniece Eagan | 13/03/22 |

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| *Agenda Item 3:* | Resource planning | Presenter: | Katherine Mulder |

#### Discussion: Discussed what we shall add to the Gantt Chart, how big our project and how we are going to estimate the workload time and schedule our tasks.

#### Conclusions:

Once we have done our tasks into the management software and that will give us a big picture of tasks that we need to achieve and a timeline and will carry on discussing the tasks for the next meeting.

| Action items | Person responsible | Deadline |
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| * Gantt Chart | Katherine Mulder | 25/03/22 |
| * Risk management plan | Shaniece Eagan | 22/03/22 |
| * Input tasks into a project management software | Katherine Mulder | 01/04/22 |

# Other Information

#### Resources:

N/A

#### Date of next meeting:

29/04/22