Practical Project

Group Meeting Report - Iteration 1

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| Notice of Meeting and Agenda | Tuesday, March 1, 20224pmEIT HB Campus C214/215 |

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| Sponsor: | Noor Alani | Name of Group: | Group 6 |
| Group Lead: | Elisa Bertoni | Note taker: | Sass Russell |
| **Attendees:** | Sass Russell | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Project definition and planning 2. Discuss documentation needed for iteration 1 of the project and assign tasks to team members 3. Discuss timeline for initiation of iteration 2 | | |

# Minutes

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| Agenda Item 1: | Project definition and planning | Presenter: | Elisa Bertoni |

#### Discussion:

Discuss and agree on project definition and plans needed to advance the project through iteration 1.

#### Conclusions:

General approach agreed and also how to begin the assignment of responsibilities between team members.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discuss and agree general approach to the project | Sass Russell + Elisa Bertoni | 1 March 2022 |
| * Assign responsibilities for areas to cover by each team member | Elisa Bertoni + Sass Russell | 2 March 2022 |
| * Set initial draft timeline to work to | Elisa Bertoni | 5 March 2022 |

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| Agenda Item 2: | Discuss documentation needed for iteration 1 of the project and assign tasks to team members | Presenter: | Sass Russell |

#### Discussion:

Discuss and agree the necessary documentation/worksheet needed for iteration 1.

#### Conclusions:

Agreed that two specific documents need to be completed as part of iteration 1: 3x Personas and Stakeholder Register

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify project Stakeholders and complete Stakeholder Register | Sass Russell | 8 March 2022 |
| * Create 3x Personas | Sass Russell | 14 March 2022 |
| * Test the Personas | Elisa Bertoni | 20 March 2022 |

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| Agenda Item 3: | Discuss timeline for initiation of iteration 2 | Presenter: | Elisa Bertoni |

#### Discussion:

Discuss and agree timeline for the second iteration of the project, and review Stakeholder Register as we go along.

#### Conclusions:

It was agreed that the second iteration of the project will begin towards to end of March 2022. The next meeting is scheduled for Tuesday 22 March 2022.

| Action items | Person responsible | Deadline |
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| * Schedule the next meeting in the diary | Elisa Bertoni | 14 March 2022 |
| * Create agenda for the second meeting | Elisa Bertoni | 20 March 2022 |

# Other Information

#### Resources:

N/A

#### Date of next meeting:

22 March 2022