**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 | 15/02/202216:00EIT Hawke’s Bay Campus |

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| Sponsor: | Noor Alani | Name of Group: | Group 11 |
| Group Lead: | Bonnie Zhou | Note taker: | Fera DiVinci |
| **Attendees:** | Daniel van Wyk, Fera DiVinci, Zachariah Hull | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Delegate Tasks 2. Discuss Competition 3. Website Design | | |

# Minutes

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| Agenda Item 1: | Delegate Tasks | Presenter: | Bonnie Zhou |

#### Discussion:

Meeting held to delegate tasks to individual members of the team.

#### Conclusions:

Delegated tasks agreed upon by team.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Oversee website development | Daniel van Wyk | 15 March 2022, 17:00 |
| * Oversee website design | Fera DiVinci | 15 March 2022, 17:00 |
| * Research competing websites | Zachariah Hull | 15 March 2022, 17:00 |

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| Agenda Item 2: | Discuss Competition | Presenter: | Zachariah Hull |

#### Discussion:

Competitors’ websites analyzed, discussed what can be done more effectively in terms of design.

#### Conclusions:

A more unique design approach will be required to stand out from competition.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Design new web page layouts | Fera DiVinci | 28 April 2022 |
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| Agenda Item 3: | Website Design | Presenter: | Fera DiVinci |

#### Discussion:

Meeting held to present the design options of websites UX/UI

#### Conclusions:

Work in progress design decided on, further development required.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Add functionality to design * Continue designing web page layouts | Daniel van Wyk  Fera DiVinci | 15 March 2022  15 March 2022 |
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# Other Information

#### Resources:

Laptops, Meeting Room

#### Date of next meeting:

15 March 2022