**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 2

Group Meeting Report

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| --- | --- |
| Notice of Meeting and Agenda | 15/03/202216:00EIT Hawke’s Bay Campus |

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| Sponsor: | Noor Alani | Name of Group: | Group 11 |
| Group Lead: | Bonnie Zhou | Note taker: | Zachariah Hull |
| **Attendees:** | Daniel van Wyk, Fera DiVinci, Zachariah Hull | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Wireframes 2. Create Web Content 3. Review Product 2.0 | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Wireframes | Presenter: | Fera DiVinci |

#### Discussion:

Fully developed wireframes presented.

#### Conclusions:

Team agrees on wireframe design.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Web Content to be created | Daniel van Wyk | 01 April 2022 |
| * Branding to be finalized | Zachariah Hull | 01 April 2022 |
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| Agenda Item 2: | Create Web Content | Presenter: | Daniel van Wyk |

#### Discussion:

Web Content presented, landing page and media elements discussed.

#### Conclusions:

Landing page decided on, media content to be created and added over placeholders.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Media Content | Zachariah Hull | 10 April 2022 |
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| Agenda Item 3: | Review Product 2.0 | Presenter: | Bonnie Zhou |

#### Discussion:

Functional Website presented, discussion around media elements and functionality and layout.

#### Conclusions:

Media to be integrated more seamlessly, functionality and layout working well.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Media Integration * Website Integration/First publish * User Testing | Zachariah Hull  Daniel van Wyk Bonnie Zhou | 20 April 2022  23 April 2022  08 May 2022 |
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|  |  |  |

# Other Information

#### Resources:

Laptops, Meeting Room

#### Date of next meeting:

10 May 2022