**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 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 10/05/202213:30EIT 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:** |  | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. User Reviews 2. Bug Fixes 3. Future Development | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | User Reviews | Presenter: | Bonnie Zhou |

#### Discussion:

Results from user testing returned and discussed.

#### Conclusions:

Website has known errors reported by users, action plan has been made.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Resolve bugs in website | Daniel van Wyk | 01 June 2022 |
| * Perform further user testing | Bonnie Zhou | 10 June 2022 |
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| Agenda Item 2: | Bug Fixes | Presenter: | Daniel van Wyk |

#### Discussion:

Known bugs discussed, as well as a plan for future monitoring of website performance.

#### Conclusions:

Plan has been made to fix current bugs and to monitor future issues.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Monitor Website Performance | Fera DiVinci | Continuous |
|  |  |  |

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| Agenda Item 3: | Future Development | Presenter: |  |

#### Discussion:

Current state of website discussed, plans for future rollout of product 3.0.

#### Conclusions:

Website 3.0 to be finalized, user testing to follow before publishing.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Finalize Website * User Testing * Product Review | Daniel van Wyk  Bonnie Zhou  Zachariah Hull | 26 June 2022  30 June 2022  01 July 2022 |
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|  |  |  |

# Other Information

#### Resources:

Laptops, Meeting Room

#### Date of next meeting:

01 July 2022