Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | Date 14th September 2021Time 9:00 AMLocation 401-ZYU |

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| *Sponsor:* | Mengze Chen | Name of Group: | Group 21 |
| *Group Lead:* | Dazhong Shen | Note taker: | Keyi Wang |
| ***Attendees:*** | Keyi Wang, Dazhong Sheng, Yufan Li, Mengze Chen | | |
| ***Absent:*** | NA | | |
| ***Please bring:*** | Laptop | | |
| ***Agenda items:*** | 1. Stakeholder register 2. Personas 3. Convert information to Markdown | | |

# Minutes

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| Agenda Item 1: | Stakeholder register | Presenter: | Yufan Li |

#### Discussion:

Dazhong Sheng identified the main stakeholders in this project, their roles, and impacts.

#### Conclusions:

There are four main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * **Record stakeholders’ name** | Keyi Wang | 20th September, 2021 |
| * **Include their job** | Dazhong Sheng | 20th September, 2021 |
| * **Include their role** | Yufan Li | 20th September, 2021 |
| * **Include their requirement** | Mengze Chen | 20th September, 2021 |

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| Agenda Item 2: | Design personas | Presenter: | Yufan Li |

#### Discussion:

Personas are needed for us to understand users of our project.

#### Conclusions:

The group confirmed three personas and divided the work.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * **Design personas** | Keyi Wang | 28th September, 2021 |
| * **Design personas** | Dazhong Shen | 28th September, 2021 |
| * **Testing and review** | Yufan Li | 28th September, 2021 |
| * **Testing and review** | Mengze Chen | 28th September, 2021 |

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| Agenda Item 3: | Convert information to Markdown | Presenter: | Yufan Li |

#### Discussion:

Include the completed stakeholders, personas as a screenshot in markdown.

#### Conclusions:

Include the contain to readme.md

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * **Include stakeholders** | Keyi Wang | 18th September, 2021 |
| * **Include personas** | Yufan Li | 28th September, 2021 |

# Other Information

#### Date of next meeting: 4th October, 2021