**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 | 25/02/252:14pmTaradale EIT Campus Napier |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Android 18 |
| Group Lead: | Jarod O’Connor | Note taker: | Jarod O’Connor |
| **Attendees:** | Jarod O’Connor, Josh Mackie, Lucas Watson, Max Gardiner | | |
| **Absent:** | Enter names of those absent here | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Decide on the stakeholder register 2. Work on the design (persona) 3. Document User Testing | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Decide of the Stakeholder register | Presenter: | Lucas Watson |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify stakeholder roles and responsibilities | Everyone | 18/03/25 |
| * Record requirements | Everyone | 18/03/25 |
| * Record Stakeholder communication | Everyone | 18/03/25 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Work on the Design (persona) | Presenter: | Max Gardiner |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Plan the target audience | Enter person responsible here | 18/03/25 |
| * Understand user behavior | Enter person responsible here | 18/03/25 |
| * Collect user data | Enter person responsible here | 18/03/25 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Document User Testing | Presenter: | Josh Mackie |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Conduct user test | Enter person responsible here | 18/03/25 |
| * Analyze user test | Enter person responsible here | 18/03/25 |
| * Edit/ confirm user test | Enter person responsible here | 18/03/25 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.