**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** | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Broly |
| Group Lead: | Zeki Young | Note taker: | Blake Setford |
| **Attendees:** | Blake Setford  Gabriel Ilustre | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop, Phone | | |
| **Agenda items:** | 1. Stakeholder register 2. Creating Persona and Testing | | |

# **Minutes**

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| --- | --- | --- | --- |
| **Agenda Item 1:** | Stakeholder register | **Presenter:** | Zeki Young |

#### Discussion:

During this week we got into our groups, and we started looking at templates for the “Stakeholder register”. This was a new concept for everyone in the group, meaning we all had to do a bit of research and discussion into which roles would suit which people. We all agreed on our requirements and roles. We broke down the document into digestible and easy parts.

#### Conclusions:

#### All Key roles have been discussed and key components needed for the project to functions are confirmed.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * Identify key people involved in the project and their roles | ALL | 1st March |
| * Delegate tasks | ALL | 1st March |
| * Collect the requirements and record them | ALL | 1st March |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item 2:** | Creating Persona | **Presenter:** | Zeki Young |

#### Discussion:

During this week we got into our groups, and we started looking at templates for the “Persona”. This was a new concept for everyone in the group, meaning we all had to do a bit of research and discussion into what personas we should create. We all agreed on our requirements and roles. We broke down the document into digestible and easy parts.

#### Conclusions:

Roles in creating persona was assigned and the deadline was met.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * Persona Development | Zeki Young | 8th March |
| * Persona Development | Gabriel Ilustre | 8th March |
| * Persona Testing and Review | Blake Setford | 10th March |

#### Resources:

Noor’s PowerPoints and Templates.

#### Date of next meeting:

March 4th, 2024