**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 | 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 | | |
| **Agenda items:** | 1. Risk Register 2. User Acceptance Testing | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Risk Register | Presenter: | Gabriel Ilustre |

#### Discussion:

After the discussion we proceeded to assess and come up with different risks that this project might have. We decided to split the work into two each per person since we were told to make 6. We listed different scenarios that might and have already happened and discussed their impact on the work of the group.

#### Conclusions:

The risk register is a critical instrument for effective risk management, providing an organized strategy to identify, assess, and address possible hazards. Its value stems from its ability to improve project resilience, promote clear communication among stakeholders, and support informed decision-making. Organizations can reduce risks and increase the likelihood of success by meticulously maintaining and updating the risk register throughout the lifecycle of a project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Predicting the risks that might happen | ALL | 5/15/2024 |
| * Thinking of mitigating action to reduce risk | ALL | 5/15/2024 |
| * Gathering useful resources | ALL | 5/15/2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | User Acceptance Testing | Presenter: | Zeki Young |

#### Discussion:

After making some GitHub progress, we proceeded to make the user acceptance testing. The discussion of our group involved talking about different parts of the project and thinking of potential scenarios a user might come across while going through the website. After that we decided to mark them as a pass or not while making remarks that indicates if it is good or the mistakes within the project.

#### Conclusions:

In conclusion, user acceptability testing is critical in ensuring that a software product satisfies the needs and expectations of its end users. It allows stakeholders to assess the system's functionality, usability, and general readiness for deployment. By implementing thorough UAT, organizations can reduce the risk of post-release difficulties, improve user happiness, and ultimately raise the success rate of their software projects.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Thinking of different scenarios | ALL | 5/29/2024 |
| * Assessing the scenarios | ALL | 5/29/2024 |
| * Thinking of future solution | ALL | 5/29/2024 |

# Other Information

#### Resources:

Noor’s PowerPoint and Templates.

#### Date of next meeting:

N/A