Practical Project - Iteration 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 24/05/20224:00pmEIT Campus |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 1 |
| Group Lead: | Cullen Martin | Note taker: | Jayden Pearce |
| **Attendees:** | Jayden Pearce, Cullen Martin | | |
| **Absent:** | Elton Sinclair, | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Build Risk Register for the eCommerce project. 2. Conduct User Acceptance Test for Timups webpage. | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Build Risk Register for the eCommerce project. | Presenter: | Cullen Martin |

#### Discussion:

Team members analyse potential risks related to the eCommerce project and consider mitigation plans to prevent or dampen those risk’s effects.

#### Conclusions:

Both Cullen and Jayden have decided on six risks and a mitigation plan for each one.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete Risk Register for the project | Cullen Martin/Jayden Pearce | 31/05/2022 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Conduct User Acceptance Test for Timups webpage. | Presenter: | Jayden Pearce |

#### Discussion:

Team members will conduct UAT for their Timups website. This involves testing the website’s features to ensure it meets the end requirements of the stakeholders.

#### Conclusions:

Jayden will conduct the UAT and list tests related to website usability in an Excel spreadsheet.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete User Acceptance Tests for the project. | Jayden Pearce | 31/05/2022 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

# Other Information

#### Date of next meeting: