Practical Project - Iteration 2

Group Meeting Report

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

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| 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

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| 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 |

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| 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 |
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| * Complete User Acceptance Tests for the project. | Jayden Pearce | 31/05/2022 |

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# Other Information

#### Date of next meeting: