**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 | Date: 29/02/2024Time: 1:00 pm - 3.00 pmLocation: PA105 |
| --- | --- |

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| --- | --- | --- | --- |
| Sponsor: | Anastacia Mozhaeva | Name of Group: | JZTC |
| Group Lead: | Joenella Hiko | Note taker: | Zoe Proudfoot |
| **Attendees:** | Joenella Hiko, Zoe Proudfoot, Tainui Weti, Cairo Bullen | | |
| **Absent:** | None | | |
| **Please bring:** | Notepad | | |
| **Agenda items:** | 1. Determining stakeholders. 2. Discussing e-commerce site. | | |

# Minutes

| Agenda Item 1: | Determining stakeholders and our roles. | Presenter: Tainui Weti |  |
| --- | --- | --- | --- |

#### Discussion: Determining the stakeholders and our roles.

#### Conclusions: We have determined the roles for each of our team members into a stakeholder table.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Determined Stakeholders and our roles | Joenella, Zoe, Tainui, Cairo | 29/02/2024. 3:00pm |
| * We discussed our requirements, communication medians, and planning. | Joenella, Zoe, Tainui, Cairo | 29/02/2024. 3:00pm |
|  |  |  |

| Agenda Item 2: | Discuss e-commerce website | Presenter: | Tainui Weti |
| --- | --- | --- | --- |

#### Discussion: Discuss e-commerce website.

#### Conclusions: We decided to develop an e-commerce website for China Palace Restaurant.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * We discussed website specifications ( website design) | Joenella, Zoe, Tainui, Cairo | 29/02/2024. 3:00pm |
| * We discussed the time-frame of the e-commerce website. | Joenella, Zoe, Tainui, Cairo | 31/05/2024 5.00 pm |
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# Other Information

#### Resources:

Google, Facebook, Agile Assessment Page

#### Date of next meeting:

07/03/2024.1:00 pm