**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 | Date12/03/2024Time: 1.00 pm - 3.00 pmLocation: PA105 |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Anastacia Mozhaeva | Name of Group: | JZTC |
| Group Lead: | Joenella Hiko | Note taker: | Zoe Proudfoot |
| **Attendees:** | Zoe Proudfoot, Cairo Bullen and Joenella Hiko | | |
| **Absent:** | Tainui Weti | | |
| **Please bring:** | Laptop and notepad | | |
| **Agenda items:** | 1. Discuss the e-commerce website. 2. Discuss the scope of the website. 3. Discuss the Personas. | | |

# Minutes

| Agenda Item 1: | Discuss the e-commerce website | Presenter: | Jo |
| --- | --- | --- | --- |

#### Discussion:

Discuss the e-commerce website.

#### Conclusions: We decided to create a website for China Palace restaurant

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Idea’s for the website were brought forward by the group. * We discussed that we should do a website for China Palace. * We discussed the colour scheme | Zoe, Jo, Cairo | 3:00pm |
|  |  |  |

| Agenda Item 2: | Discuss the Scope of the website. | Presenter: | Jo |
| --- | --- | --- | --- |

#### Discussion: Discuss the Scope of the website.

#### Conclusions:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discuss the purpose of the website - the restaurant needs a website because China Palace only a Facebook page. | Joenella, Zoe, Cairo | 3:00pm |
| * Discuss the constraints of the budget with a threshold of $2,000. * Discuss the risks - not having internet access or a weak connection and time management. |  |  |
|  |  |  |

| Agenda Item 3: | Discuss the personas. | Presenter: | Jo |
| --- | --- | --- | --- |

#### Discussion:

We need to create a persona each.

#### Conclusions:

We decided to do a persona on own personal roles or for the typical user.

Action Items:

✔️ Create a persona using the persona template in google drive.

✔️ Follow the high level sample of a persona in Agile folder in google drive.

✔️ Insert an image of persona into the persona template

✔️ Upload Persona when complete in Agile folder in google drive.

# Other Information

#### Resources:

Microsoft word, google drive

#### Date of next meeting:

14/03/2024 1.00 pm