**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 19/03/24Time: 2.00-3.00PMLocation: PA 105 |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Anastacia Mozhaeva | Name of Group: | JZTC |
| Group Lead: | Joenella Hiko | Note taker: | Zoe Proudfoot |
| **Attendees:** | Joenella Hiko, Tainui Weti , Zoe Proudfoot, Cairo Bullen | | |
| **Absent:** | No one | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Finalizing personas. 2. Submit work. | | |

# Minutes

| Agenda Item 1: | Finalizing personas | Presenter: | Joenella Hiko |
| --- | --- | --- | --- |

#### Discussion:

Finalizing Personas.

#### Conclusions:

Personas need to be completed before the 22/03/24.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete a persona each and upload them to Google Drive | Zoe, Joenella, Cairo, Tainui | 22/03/2024 |
| Agenda Item 2: Submit Work |  |  |
| ✔️ Submit 3x Group Meeting Reports, Stakeholder Register on the Iteration 1/Week 1 (Weekly Topics)  ✔️ Submit Group Progress Report ( Assessments - Iteration 1) | Zoe, Joenella, Cairo, Tainui | 22/03/2024 |

# Other Information

#### Resources:

Microsoft word, google drive

#### Date of next meeting:

26/03/2024 1.00 pm