**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 2

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date: 07.03.2022Time: 11:26Location: EIT Tarawhiti |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | Russell Ruru | Note taker: | Lilia Karl |
| **Attendees:** | Lilia Karl, Russell Ruru | | |
| **Absent:** | Leon White – no longer in group | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review last week’s minutes 2. Review stakeholder register 3. Develop personas | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Review last week’s minutes | Presenter: | Lilia Karl |

#### Discussion:

Overall review of last meeting.

#### Conclusions:

We were able to meet the goals set in last meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review success criterion (Rubric) | All group members | 07.03.2022 |
|  |  |  |
| * Set agenda item | Lilia Karl | 09.03.2022 |

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| --- | --- | --- | --- |
| Agenda Item 2: | Review Stakeholder Register | Presenter: | Lilia Karl |

#### Discussion:

Need to update Stakeholder Register to match the project for the e-commerce website for Mushrooms by the Sea.

#### Conclusions:

Updated the Stakeholder register to include business owner Sean Smith.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Update Stakeholder register for the next meeting * Add “document control” to Stakeholder register | Lilia Karl  Russell Ruru | 07.03.2022  10.03.2022 |
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| Agenda Item 3: | Develop personas | Presenter: | Russel Ruru |

#### Discussion:

Agree how to split and develop personas.

#### Conclusions:

We started to work on personas, two each member.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Work on persona 1 – website administrator / owner * Work on persona 2 – tech-savvy health-conscious online customer * Work on persona 3 – older user * Work on persona 4 – commercial buyer | Lilia Karl  Lilia Karl  Russell Ruru  Russell Ruru | 07.03.2022  07.03.2022  07.03.2022  07.03.2022 |
|  |  |  |
|  |  |  |

# Other Information

#### Resources:

Refer to Personas Power Point Document Slide 40

#### Date of next meeting:

DD.MM..2022