**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 4

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| --- | --- |
| Notice of Meeting and Agenda | Date: 16.03.2022Time: 10amLocation: EIT Tarawhiti |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | N/A | Note taker: | Lilia Karl |
| **Attendees:** | Lilia Karl, Russell Ruru, Cole William Yuile | | |
| **Absent:** | N/A. | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Review last week’s minutes 2. Review personas 3. Arrange future meeting | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Review last week’s minutes | Presenter: | Russell Ruru |

#### Discussion:

Checked where we were up with the assignment, and if we had met all the goals for last week.

#### Conclusions:

We need to finish personas, including markdown files. There are other markdown files that need to be added (Group Meeting Report markdown files).

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review last weeks minutes | All group members | 14.03.2022 |
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| Agenda Item 2: | Review personas | Presenter: | Lilia Karl |

#### Discussion:

Need to review personas as a group that we developed individually. Decide which ones we are keeping.

#### Conclusions:

We will use all four personas. We have changed format on them, so they look similar. We have fine-tuned content.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review personas – one by one * Save changes and update files * Convert persona files to markdown | All members  Cole William Yuile  Russell Ruru | 16.03.2022  16.03.2022  18.03.2022 |
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| Agenda Item 3: | Arrange future meeting | Presenter: | Russel Ruru |

#### Discussion:

Agree when it is best to meet next.

#### Conclusions:

We will meet on Friday to start on Iteration 2.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Set next meeting * Set Agenda for next meeting | All members  Lilia Karl | 16.03.2022  17.03.2022 |
|  |  |  |
|  |  |  |

# Other Information

#### Resources:

Refer to Personas Power Point Document Slide 40

#### Date of next meeting:

18.03.2022