**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 2 below.

2. Once completed, convert this content to readme.md (GitHub).

**Practical Project - Iteration 1**

Group Meeting Report 3

| **Notice of Meeting and Agenda** | **Date: 14/03/2024****Time: 1:00-2:30****Location: EIT Tairawhiti** |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| **Sponsor:** | Anastasia Mozhaeva | **Name of Group:** | KVN |
| **Group Lead:** | Kyle A. Chisholm (CEO) | **Note taker:** | Neri I. J. West |
| **Attendees:** | Kyle A. Chisholm (CEO), Varun Wadhwa (Security), Neri I. J. West (Developer) | | |
| **Absent:** | No | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Complete persona documents 2. Finish and submitting reports and stakeholder documents | | |

# **Minutes**

| **Agenda Item 1:** | Complete persona documents | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

What information the persona documents will hold and how they will be created

#### **Conclusions:**

Each stakeholder will be creating an individual persona and will decide the information for themself

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| By modifying a persona template to meet the requirements. | Varun Wadhwa (Security) | 19/03/2024 |
|  |  |  |
| By finishing the progress reports for KVN group by the end of  19/03/2024 | Neri I. J. West (Developer) | 19/03/2024 |

| **Agenda Item 2:** | Finishing and submitting reports and stakeholder documents | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

Finishing and submitting meeting reports and Stakeholder information onto the Iteration 1 week 1 assignment.

#### **Conclusions:**

All stakeholders will be working on it together and will individually uploading the documents

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Finishing the reports and personas | Everyone | 14/03/2024 |
| Uploading the documents | Everyone | 14/03/2024 |
|  |  |  |

# **Other Information**

#### **Resources:**

Google, Google Docs, Microsoft Word, Moodle

#### **Date of next meeting:**

To be done : 19/03/2024