**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 2

| **Notice of Meeting and Agenda** | **Date: 12/03/2024****Time: 1:00-2:30****Location: EIT Tairawhiti** |
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| **Sponsor:** | Anastasia Mozhaeva | **Name of Group:** | KBVN |
| **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. Creating persona documents 2. Create Google Drive for Group | | |

# **Minutes**

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

#### **Discussion:**

Who will create the persona and what will they be about.

#### **Conclusions:**

All stakeholders will individually create a persona for themselves.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Creating individual personas about themselves.  Creating personas and sharing it with a shared drive. | Neri I. J. West (Developer)  Varun Wadhwa (Security)  Kyle A. Chisholm (CEO) | 19/03/2024 |
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| **Agenda Item 2:** | Set up Google Drives to put things like meeting reports in. | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:**

Who is creating it, what it is called and Who is uploading the documents to it.

#### **Conclusions:**

Kyle will be creating it and Neri will be uploading the documents and its name will be “Agile Projects”

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Making the shared Google Drive | Kyle A. Chisholm (CEO) | 12/03/2024 |
| Uploading the documents to the Google Drive | Neri I. J. West (Developer) | 12/03/2024 |
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# **Other Information**

#### **Resources:**

Google, Power Point, Google Docs, Microsoft Word

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

To be done : 14/03/2024