**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 - 15/2Time- 2pmLocation- EIT |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| Sponsor: | Noor Alani | Name of Group: | Group 9 |
| Group Lead: | Josh Harding | Note taker: | Josh |
| **Attendees:** | Max, Pinder | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Project identification 2. Task Distribution 3. Stakeholder registries | | |

# Minutes

| Agenda Item 1: | Product Identification | Presenter: | Enter presenter here |
| --- | --- | --- | --- |

#### Discussion:

We discussed about the iterations

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Reading Introduction | Josh | 17/2 |
| * Reading iteration 1.1 | Pinder | 17/2 |
| * Reading iteration 1.2 | Max | 17/2 |

| Agenda Item 2: | Task Distribution | Presenter: | Enter presenter here |
| --- | --- | --- | --- |

#### Discussion:

We discussed about the tasks and distributed the tasks to each members as its showing below with deadline dates.

#### Conclusions:

We completed the tasks on time. We had a look on all the tasks as a group and made changes whatever was required.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Readme | Josh | 2/3 |
| * Stakeholder register | Pinder | 2/3 |
| * Persona creations | Max | 2/3 |
|  |  |  |

| Agenda Item 3: | Enter agenda item here | Presenter: | Enter presenter here |
| --- | --- | --- | --- |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

15/03/2022