**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 - 15/2/2022Time- 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, Notebook, Pen | | |
| **Agenda items:** | 1. Project identification 2. Task Distribution 3. Review | | |

# Minutes

| Agenda Item 1: | Project Identification | Presenter: Josh |  |
| --- | --- | --- | --- |

#### Discussion:

We discussed about the iterations and learn the basics. We made our discord group to discuss the tasks remotely. we going to make google drive documents so we can share all our files at same time.

#### Conclusions:

we shared our thoughts about iterations everything went well.

| 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: | Pinder |
| --- | --- | --- | --- |

#### Discussion:

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

#### Conclusions:

setup the 2/3/2022 deadline and decided to meet then and then we will have group meeting to look at each others tasks to see what we missing, what are the difficulties etc.

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

| Agenda Item 3: | Review | Presenter: | Max |
| --- | --- | --- | --- |

#### Discussion:

We completed our tasks individually and did a group meeting to discuss the problems we faced while meeting individual deadline. Persona creations we need to add more detail. Stakeholder register need more relevant information.

#### Conclusions:

We reviewed all the work we did. Highlighted the problems. assigned the tasks to re- create details and added new deadline dates.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Persona - user testing | Josh | 13/3 |
| * Review - Persona | Max | 9/3 |
| * Review - Stakeholder register | Pinder | 9/3 |

# Other Information

#### Resources:

Laptop, Notebook, Pen,

#### Date of next meeting:

15/03/2022