**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 | 2/03/20246.00-7.00pmOnline Meeting via Discord |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group Freeza |
| Group Lead: | Romaine | Note taker: | Romaine |
| **Attendees:** | Romaine, Bren, Sukh | | |
| **Absent:** | N/A | | |
| **Please bring:** | Yourself | | |
| **Agenda items:** | 1. Ensure group is aware of tasks in Iteration 1 2. Discuss Stakeholders 3. Discuss Personas | | |
|  |  | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Talk about Iteration 1 and what is required | Presenter: | Romaine |

#### Discussion:

Discuss tasks ahead of us and what is required to complete them. Go over Iteration so everyone knows what to expect and how to complete it.

#### Conclusions:

The team is aware of what needs to be done and further meetings will help progress through tasks.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Get familiar with Iteration by reading through assignment | Romaine, Bren, Sukh | 8/03/2024 |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Discuss Stakeholder Register | Presenter: | Romaine |

#### Discussion:

Discuss how Stakeholder Register needs to be completed as a group.

#### Conclusions:

The team is aware on how to fill Stakeholder Register and has partially completed task.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Group to complete Stakeholders by next meeting | Romaine, Bren, Sukh | 8/03/2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Discuss Persona Profiles | Presenter: | Romaine |

#### Discussion:

Discussion on how to fill out Persona Profiles.

#### Conclusions:

Group is aware of what needs to be done in Persona Profiles. No progress was made as group is working on Stakeholders Register currently.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * - | - | - |

# Other Information

#### Date of next meeting:

08/03/2024