**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 | 15/03/20246.00 pmOnline Meeting via Discord |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Freeza |
| Group Lead: | Romaine | Note taker: | Romaine |
| **Attendees:** | Romaine, Bren, Sukh | | |
| **Absent:** | - | | |
| **Please bring:** | - | | |
| **Agenda items:** | 1. Persona Profiles to be Completed. 2. Discuss Progress Report | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Persona Profiles | Presenter: | Romaine |

#### Discussion:

Group to discuss how to complete Persona Profiles

#### Conclusions:

The group has decided to split up and complete one Persona Profile each. Profiles are then to be given to other members of the group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete Persona Profiles | Romaine, Bren, Sukh | 22/03/2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Discuss Progress Report | Presenter: | Romaine |

#### Discussion:

Group to discuss what needs to be included in Progress Report.

#### Conclusions:

The group is aware of the requirements for the Progress Report. To be worked on after Persona Profiles are completed and reviewed by peers.

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

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

22/03/2024