**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 | 08/03/20246.00 pmWeekly Online Meeting via Discord |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Freeza |
| Group Lead: | Romaine | Note taker: | Romaine |
| **Attendees:** | Romaine, Bren, Sukh | | |
| **Absent:** | n/a | | |
| **Please bring:** | n/a | | |
| **Agenda items:** | 1. Complete Stakeholder Register 2. Work on Personas 3. Discuss Progress Report | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Complete Stakeholder Register | Presenter: | Romaine |

#### Discussion:

Group to complete Stakeholder Register together as a team. Assign positions to each member and pick sponsor.

#### Conclusions:

The group has completed the Register and assigned Noor as sponsor.

| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Discuss Persona Profiles | Presenter: | Romaine |

#### Discussion:

Group to discuss how to tackle the Persona Profiles.

#### Conclusions:

Group to split and complete one Persona Profile each.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete one Persona Profile | Romaine, Bren, Sukh | 16/03/2024 |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Discuss Progress Report | Presenter: | Romaine |

#### Discussion:

Group to go over Progress Report requirements and think of ideas on what to fill out.

#### Conclusions:

The group is aware of what needs to go into writing Progress Report. Not writing anything yet. Working on Persona Profiles instead

| 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:

15/03/2024