**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 | DateTimeLocation | 25th September 20219:00 //AM401-ZYU |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Jiale Gu | Name of Group: | Group 37 |
| Group Lead: | Ruoqi Chen | Note taker: | Ruoqi Chen |
| **Attendees:** | Connie Lily | | |
| **Absent:** | none | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Stakeholder register 2. Personas 3. Convert information to Markdown | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Stakeholder register | Presenter: | Ruoqi Chen |

#### Discussion:

Ruoqi Chen identified the main stakeholders in the project , their roles and impacts.

#### Conclusions:

There are four main people involved in this project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record stakeholders’ name | Xiaoyu Li | 16th September, 2021 |
| * Include their job and role | Ruoqi Chen | 16th September, 2021 |
| * Include their requirement | Lei Chen | 16th September, 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Design personas | Presenter: | Ruoqi Chen |

#### Discussion:

Personas are needed for us to understand users of our project.

#### Conclusions:

The group confirmed three personas and divided the work.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Design personas * Design personas | Xiaoyu Li  Lei Chen | 24th September, 2021  24th September, 2021 |
| * Testing and review | Ruoqi Chen | 24th September, 2021 |
| * Testing and review | Jiale Gu | 24th September, 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Convert information to Markdown | Presenter: | Ruoqi Chen |

#### Discussion:

Include the completed stakeholders, personas as a screenshot in markdown.

#### Conclusions:

Include the contain to readme.md

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Include stakeholders | Ruoqi Chen | 18th September, 2021 |
| * Include personas | Xiaoyu Li | 28th September, 2021 |
|  |  |  |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Date of next meeting: 28th September ， 2021

Each person is responsible for a part of the group's work, for discussion and analysis. Because two partners are the instructors of our school's instructor team, they are leading the military training, so only Rucky and I have completed the task this week, which is a challenge for us. But we allocate the task reasonably, let us finish smoothly. We used StackEdit to submit our job. And now we can use StackEdit proficiently. Besides, we are gradually familiar with the use and operation of git. And we have been read lots of information about Agile. However, during class we couldn’t keep up with the teacher, and while git is running there are some problems can’t be solved. In the end, I know that our group should listen to the teacher more carefully, keep up with the rhythm of the teacher, and do a good job in every task.