Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | 20.03.202314:00MS Teams |

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| Sponsor: | Noor Alani | Name of Group: | Gogeta and Vegetio |
| Group Lead: | Jordan Turner | Note taker: | Ben Mason |
| **Attendees:** | Ben Mason, Bodie Thomas, Jordan Turner | | |
| **Absent:** | Noor Alani | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Fill out the stakeholder register and group meeting report 2. Decide on how the website looks like 3. Discuss the development options for this website | | |

# Minutes

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| Agenda Item 1: | Fill out the stakeholder register and group meeting report. | Presenter: Bodie Thomas |  |

#### Discussion: We need to know who’s taking part in the project, who is the Project manager and what other stakeholders will be present in the project.

#### Conclusions: A Stakeholder register will be filled out, with work divided among the group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * initial meeting with sponsor | Ben | 22/03/2023 |
| * Give roles and tasks out to members | Jordan | 25/03/2023 |
| * Identify key stakeholders | Bodie | 26/03/2023 |

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| Agenda Item 2: | Decide on how the website looks like | Presenter: Jordan Turner |  |

#### Discussion: The website UI needs thorough planning from the onset of the project. Ensuring that this is accounted for in the planning stages of our sprint is essential.

#### Conclusions: Wireframes will be constructed within the first iteration, with following iterations building on to make a quality UI.

| Action items | Person responsible | Deadline |
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| * Outline feature set | Bodie | 28/03/23 |
| * Make a flowchart of website development | Jordan | 30/03/23 |
| * Paper prototype | Ben | 2/04/23 |

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| Agenda Item 3: | Discuss the development options for this website. | Presenter: Ben Mason |  |

#### Discussion: What options are available to develop the e-commerce website. What resources will be required and when will development commence.

#### Conclusions: Development may be re-use, with code being supplied and adapted later in the iteration.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Seek development options (in-house, outsourced) | Jordan | 5/04/23 |
| * Decide what development tools are required for this project | Bodie | 6/04/23 |
| * Building and testing the e-commerce website | Ben, Jordan, Bodie | 12/04/23 |

# Other Information

#### Resources:

* Laptops x 3

#### Date of next meeting: 17.04.2023