**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** | | | |  | | | |
|  | | | | | | | | |
| **Sponsor:** | | Noor Alani | **Name of Group:** | | | e.g. Gogeta & Vegito | | |
| **Group Lead:** | | Jordan Turner |  | | |  | | |
|  | | Bodie Thomas  Ben Mason | | | | | | |
| **Absent:** | | Noor | | | | | | |
|  | | Laptop | | | | | | |
| **Agenda items:** | | * Fill out the stakeholder register and group meeting report * Decide on how the website looks like * Discuss the development options for this website | | | | | | |
| **Agenda Item 1:** | Fill out the stakeholder register and group meeting report. | | | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions | | Responsible | | | Due date |
| * 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 |
| **Agenda Item 2:** | Decide on how the website looks like | |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Responsible | | | Due date |
| * Outline feature set | | Bodie | | | 28/03/23 |
| * Make a flowchart of website development | | Jordan | | | 30/03/23 |
| * Paper prototype | | Ben | | | 2/04/23 |
| **Agenda Item 3:** | Discuss the development options for this website. | |  |  | |

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| --- | --- | --- |
|  | Responsible | Due date |
| * 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 three-person | Ben, Jordan, Bodie | 12/04/23 |

**Date of next meeting:27/3/23**