**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 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 1/5/2023TimeLocation |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Gogeta and Vegetio |
| Group Lead: | Jordan Turner | Note taker: | Bodie Thomas |
| **Attendees:** | Ben Mason, Bodie Thomas, Jordan Turner | | |
| **Absent:** | Noor Alani | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Make a Risk Register 2. Conduct a User Acceptance Test (UAT) 3. Create a board for GitHub | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Make a Risk Register | Presenter: | Noor Alani |

#### Discussion:

What could go wrong in the development process and onwards when developing the e-commerce website. It was important to identify risks early in case they ever occurred, so we had a plan.

#### Conclusions:

We have decided to limit ourselves to 6 most pressing risks to better manage action items.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Design a template | Jordan Turner | 3/5/2023 |
| * Identify and describe risks | Bodie Thomas | 7/5/2023 |
| * Resolve risks using action items | Ben Mason | 14/5/2023 |

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| Agenda Item 2: | 1. Conduct a User Acceptance Test (UAT) | Presenter: | Ben Mason |

#### Discussion:

To ensure that the UI is usable, we will create and conduct a user acceptance test for the e-commerce website.

#### Conclusions:

We implemented a cognitive walkthrough for the users to try before the website was released.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Describe a template | Jordan Turner | 17/5/2023 |
| * Find people willing to test the e-commerce website | Ben Mason | 22/5/2023 |
| * Identify tasks that would be important to test | Bodie Thomas | 24/5/2023 |

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| --- | --- | --- | --- |
| Agenda Item 3: | Create a board for GitHub | Presenter: | Bodie Thomas |

#### Discussion:

We need a method to manage all colleagues work, all tasks that need completing and any issues that may arise.

#### Conclusions:

To solve is issue we created a GitHub board that stores all of the data related to required work and who’s in charge of it

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create a blank project under the project tab | Jordan Turner | 27/5/2023 |
| * Fill in the options | Bodie Thomas | 1/6/2023 |
| * Link relevant tasks to each option | Ben Mason | 4/6/2023 |

# Other Information

#### Resources:

3x laptops

#### Date of next meeting:

TBC