Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | 20/03/20232:34PMOnline Call |

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| Sponsor: | Noor Alani | Name of Group: | GOKU |
| Group Lead: | Aidan Willis | Note taker: | Notepad |
| **Attendees:** | Aidan Willis, James Sadler, Noor Alani, Sven Hoerler, | | |
| **Absent:** | Rob McNaught | | |
| **Please bring:** | Laptop, Notepad | | |
| **Agenda items:** | 1. Website Design 2. Website Functionality 3. Website Usability | | |

# Minutes

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| Agenda Item 1: | Website Design | Presenter: | Aidan Willis |

#### Discussion:

To find a design that meets the standards of our stakeholders.

#### Conclusions:

Find the right design for the website that fits all the needs of stakeholders.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Seek graphic design options. | Rob McNaught | **15/3/2023** |
| * Build the development schedule. | Aidan Willis | **10/3/2023** |
| * Choose development option. | James Sadler | **7/3/2023** |

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| Agenda Item 2: | Website Functionality | Presenter: | James Sadler |

#### Discussion:

To find out what the stakeholder wants for functional for the website.

#### Conclusions:

Functions that meet the stakeholder needs for the Website

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Website requirements | Noor Alani | **28/2/2023** |
| * Website colours | Rob McNaught | **20/3/2023** |
| * UI (User interface) | Sven Hoerler | **15/3/2023** |

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| Agenda Item 3: | Website usability | Presenter: | Sven Hoerler |

#### Discussion:

For the website to be accessible to someone of any age or any disability

#### Conclusions:

For an understanding of how important usability is for websites. How it can improve the traffic of users and how user friendly the website will become.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Understanding of accessibility expectations | Sven Hoerler | **1/3/2023** |
| * Explain and implementation of accessibility guidelines | James Sadler | **1/3/2023** |
| * Expenses for implementing features | Gibert Roy-Gapper | **20/2/2023** |

# Other Information

#### Resources:

[User Usability](https://www.interaction-design.org/literature/topics/usability#:~:text=Usability%20refers%20to%20how%20easily,when%20using%20a%20design%20interface.)

#### Date of next meeting: 20/04/2023

* Monthly meetings with stakeholders.
* weekly meetings with team members to ensure deadlines are being met and worked on.
* Make sure the whole company is introduced to git and how to use it so if something goes wrong or the stakeholder is unhappy, we can back up a save.