**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 | Date:25/2/2025 |
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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Vegeta |
| Group Lead: | Cameron | Note taker: | Terrence/Naish |
| **Attendees:** | Cameron, Terrance, Naish | | |
| **Absent:** | N/A | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Decide on stakeholder register 2. Work on design (persona) | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Decide on stakeholder register | Presenter: | Cameron |

#### Discussion:

For this part of the meeting, we have decided on who our stakeholders will be and what their roles/responsibilities entail.

#### Conclusions:

We have concluded that there will be a total of 5 individuals participating in this project. This includes a CEO, IT Manager, Senior Developer, Designer and Front End Developer.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify stakeholder roles/responsibility | Cameron/Naish/Terrence | 18 March |
| * Refined stakeholder responsibilities | Cameron/Naish/Terrence | 18 March |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Work on design | Presenter: | Naish |

#### Discussion:

Create three personas that could be potential users for our product

#### Conclusions:

We have assigned one persona per member of our group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Persona 1 | Cameron | March 4 |
| * Persona 2 | Naish | March 4 |
| * Persona 3 | Terrence | March 4 |

# Other Information

#### Resources:

N/A

#### Date of next meeting:

4/3/2025