**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 | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Vera Hua | Name of Group: | Group 7 |
| Group Lead: | Nora Wang | Note taker: | Crystal Lu |
| **Attendees:** | Delia Hu | | |
| **Absent:** | / | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Stakeholder Register 2. Persona 3. Resource Needs | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Stakeholder Register use | Presenter: | Vera Hua |

#### Discussion:

How to use Stakeholder Register correctly

#### Conclusions:

Knowing how to use stakeholder correctly and convert code to form

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Think about people | All people think about it | 15 Sep 2021 |
| * Learn how to use Stakeholder | Four people | 15 Sep 2021 |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Persona | Presenter: | Nora Wang |

#### Discussion:

Think about the distinctive features of the three characters and learn how to hand in screenshots with stakeholder

#### Conclusions:

Uploading screenshots can be done without having to type as much code as the table, and you can upload screenshots directly

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Think about the character and his characteristics | Nora Wang, Delia Hu, Crystal Lu | 24 Sep 2021 |
| * Upload a screenshot | Nora Wang | 24 Sep 2021 |
|  |  |  |

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| --- | --- | --- | --- |
| Agenda Item 3: | Resource Needs | Presenter: | Nora Wang |

#### Discussion:

Think about what it takes and how much it costs to be a company

#### Conclusions:

Complete the overhead design of a small company

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Think about how resources are configured | Delia Hu，Vera Hua | 11 Nov 2021 |
| * Finish the template | Nora Wang | 11 Nov 2021 |
|  |  |  |

# Other Information

#### Resources:

#### Date of next meeting: