**Note:**

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2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 1

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation |

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|  | | | |
| 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

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| 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 |
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| 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:

**Note:**

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Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | DateTimeLocation |

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|  | | | |
| 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. Gantt Chart | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Gantt Chart | Presenter: | Delia Hu |

#### Discussion:

#### Study how to allocate our study time and plans

#### Conclusions:

Knowing how to fill out your plan in Excel, you can use Excel next time to make a plan

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Watch the instructional video | All people think about it | 11 Nov 2021 |
| * Discuss the allocation of time * Fill out the form | Four people  Nora Wang | 11 Nov 2021  11 Nov 2021 |
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# Other Information

#### Resources:

#### Date of next meeting:

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Practical Project - Iteration 3

Group Meeting Report

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| --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation |

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| --- | --- | --- | --- |
|  | | | |
| 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.Wiki  2.Risk Register  3.UAT | | |

# Minutes

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| Agenda Item 1: | Wiki | Presenter: | Vera Hua |

#### Discussion:

Learn to use the GitHub and wiki

#### Conclusions:

Everyone has their own GitHub

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create the GitHub and wiki | Four | 11 Nov 2021 |
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| Agenda Item 2: | Risk Register | Presenter: | Nora Wang |

#### Discussion:

Analyze risks

#### Conclusions:

We've learned to estimate risk from multiple perspectives, and we'll think more fully in the future

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Think about the possible risks | Vera Hua | 11 Nov 2021 |
| * Propose a workaround | Four | 11 Nov 2021 |
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| Agenda Item 3: | UAT | Presenter: | Vera Hua |

#### Discussion:

Test whether the software is working properly

#### Conclusions:

Let's think in many ways and get to know more perspective

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Suggest where improvements can be made | Vera Hua | 11 Nov 2021 |
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# Other Information

#### Resources:

#### Date of next meeting: