Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | Date 20/03/2023Time: 1430Location: Online |

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| Sponsor: | Noor Alani | Name of Group: | Goku Black |
| Group Lead: | Liam Palmers | Note taker: | Alex Scott |
| **Attendees:** | Alex Scott, Beth Jones, Liam Palmers | | |
| **Absent:** | - | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Discuss Stakeholder register. 2. Discuss who are the main audience. 3. Moving forward. | | |

# Minutes

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| Agenda Item 1: | Discuss Stakeholder Register | Presenter: | Liam Palmers |

#### Discussion:

Setting the framework for Iteration 1, by identifying which stakeholders are involved in the project, understand each of their individual requirements, recognize stakeholders’ level of interest and power in the project, and determine how we are going to communicate with each stakeholder, with these steps complete, we can complete the stakeholder register.

#### Conclusions:

After a discussion, we identified each stakeholder involved in the project, along with their individual requirements, and how we are going communicate with each stakeholder. We then completed a stakeholder register.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify stakeholders and delegate tasks. * Identify stakeholders’ requirements and what is out of scope. | Alex Scott  Beth Jones | 20/03/2023  20/03/2023 |
| * Complete the Stakeholder Register. | Liam Palmers | 20/03/2023 |

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| Agenda Item 2: | Discuss who are the audience | Presenter: | Beth Jones |

#### Discussion:

We met to analyze the primary users of this e-commerce platform and based on some Internet searching and knowledge from the UX/UI course, we identified a UX tool to improve the user journey called Persona.

#### Conclusions:

In the end, we developed three different personas to analyze user requirements, along with testing the personas.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research the potential users of e-commerce platforms (simple data analytics). | Liam Palmers | 27/03/2023 |
| * Develop the three personas with associated components | Beth Jones | 27/03/2023 |
| * Testing the personas to identify what are first and final impressions. | Alex Scott | 27/03/2023 |

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| Agenda Item 3: | Discuss how to move forward to Iteration 2 | Presenter: | Beth Jones |

#### Discussion:

With the audience and their requirements identified, we met to discuss the closure of iteration one and all of its relevant documentation. Furthermore, we also deliberated to identify allocated resources to initiate iteration two as well as the iteration’s requirements.

#### Conclusions:

In the end, we successfully documented the progress report from Iteration 1 and accomplished closing the first Iteration. We then analyzed the requirements of Iteration 2 and investigated the required resources.

| Action items | Person responsible | Deadline |
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| * Document the progress report of Iteration 1 and ensure we close all the relevant materials. | Liam Palmers | 27/03/2023 |
| * Analyze the requirements of Iteration 2. | Beth Jones | 27/03/2023 |
| * Investigate the required resources to achieve Iteration 2. | Alex Scott | 27/03/2023 |

# Other Information

#### Resources:

<https://github.com/AlexGithub777/goku_black>

<https://blog.acolad.com/7-essential-roles-in-a-web-development-team>

#### Date of next meeting: Monday 17th April 2023