

Practical Project - Iteration 1

Group Meeting Report

Sponsor:	Noor Alani	Name of Group:	Master Roshi
Group Lead:	N/A	Note taker:	Chloe Cawood
Attendees:	Lorien Gugich, Althea Lagudas, Chloe Cawood		
Absent:	N/A		
Please bring:	Laptop		
Agenda items:	<ol style="list-style-type: none">1. Completion of the stakeholder register2. Development of consumer personas3. Review and dissection of personas		

Minutes

Agenda Item 1: Completion of the stakeholder register **Presenter:** Lorien Gugich

Discussion: Review the provided exemplary stakeholder register and create our own, applying the necessary changes to attribute it to the group's chosen scenario.

Conclusions: Each activity was completed as a collaborative effort; ensuring that everyone understood the context behind every action taken and improved their overall understanding of the topic.

Action items	Person responsible	Deadline
✓ Identify the respective stakeholders' titles and roles.	Everyone; collaborative.	February 25th
✓ Outline the requirements of each stakeholder.	Everyone; collaborative.	February 25th
✓ Review each stakeholders' power and interest levels.	Everyone; collaborative.	February 25th

Agenda Item 2: Development of consumer personas **Presenter:** Althea Lagudas

Discussion: Create three potential clients on your e-commerce website. Ensure that each persona is unique, with unique obstacles and motivations to ensure a variety of potential obstacles are represented.

Conclusions: While completed individually, communication was maintained to ensure each persona was unique. Ideas were shared and built upon to successfully complete the task without issue.

Action items	Person responsible	Deadline
✓ Brainstorm unique backgrounds and obstacles	Everyone; uniquely.	March 4th
✓ Develop and build personas surrounding said ideas	Everyone; uniquely.	March 4th

Action items	Person responsible	Deadline
✓ Expand on ideas and complete the persona template	Everyone; uniquely.	March 4th

Agenda Item 3: Review and dissection of personas **Presenter:** Chloe Cawood

Discussion: Each member will review and outline the first impressions, relevancy, final impressions, and any other information about the personas made by the other two members in the group.

Conclusions: textr

Action items	Person responsible	Deadline
✓ Iterate first impression of each members' persona	Everyone, collaborative.	March 18th
✓ Outline the relevancy of each persona in context	Everyone, collaborative.	March 18th
✓ Dictate final impressions of each members' persona	Everyone, collaborative.	March 18th

Other Information

Resources: N/A

Date of next meeting: To be discussed.