**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: | Noor Alani | Name of Group: | Group 49 |
| Group Lead: | Yanxi Chen | Note taker: | Shuyi Yuan |
| **Attendees:** | Han Lu, Lei Shao | | |
| **Absent:** | NONE | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Project Life Cycle 2. Paradigms&Models 3. Agile methods | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Project Life Cycle | Presenter: | Noor Alani |

#### Discussion:

Summarize the tasks completed by the group in the past three weeks and the division of labor of each person, and make clear the shortcomings.

#### Conclusions:

Summarize project progress and team division.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record weekly meetings for Iteration 1 – use the Group Meeting Report template. | Shuyi Yuan | 9.14 |
| * To collect the information | Lei Shao, Han Lu | 9.14 |
| * Complete the markdown | Shuyi Yuan,Yanxi Chen | 9.14 |

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| --- | --- | --- | --- |
| Agenda Item 2: | Paradigms&Models | Presenter: | Noor Alani |

#### Discussion:

How to allocate responsibilities and status of stakeholders.Understand their key requirements and responsibilities

#### Conclusions:

A stakeholder can influence the success and failure of the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Stakeholder Register. | Yanxi Chen | 9.21 |
| * To collect the information | Lei Shao, Shuyi Yuan | 9.21 |
| * Complete the markdown | Han Lu | 9.21 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Agile methods | Presenter: | Noor Alani |

#### Discussion:

how to know what the persona's goals are

and how to identify negative personas.

#### Conclusions:

A fictitious character that is based on your knowledge of the archetypal characteristics of an end user.

Differs from an actor in that they will be fully-fledged users, with a role, activities, behaviours, attitudes and a goal.Helps gather an understanding of the user’s approach and decision making.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Describe at least three 3 different personas (fictional characters) that will use ecommerce website. | Han Lu | 9.27 |
| * To collect information | Shuyi Yuan, Yanxi Chen | 9.27 |
| * Complete the markdown | Lei Shao | 9.27 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.