**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 2

Group Meeting Report

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

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| --- | --- | --- | --- |
|  | | | |
| 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. Documentation 2. Risk&Governance | | |

# Minutes

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| Agenda Item 1: | Documentation | Presenter: | Noor Alani |

#### Discussion:

We learned roughly how to use Github and how to upload files. It was a bit difficult, but we managed to get the hang of it.

#### Conclusions:

We learned about Github,firstly,we use the GitHub flow to develop software and documentation,then we Create a repository on GitHub,and we Add files, make changes and commit changesets within GitHub,clone your repository to your local machine using your IDE,besides,we make changes in your local repo and push them to GitHub,and finally,we create a basic website using GitHub Pages.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record weekly meetings for Iteration 2 – use the Group Meeting Report template. | Yanxi Chen | 10.23 |
| * To collect the information | Shuyi Yuan | 10.23 |
| * Complete the markdown | Han Lu,Lei Shao | 10.23 |

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| Agenda Item 2: | Risk&Governance | Presenter: | Noor Alani |

#### Discussion:

There were a lot of problems with git bash, but with the teacher's answers, we successfully solved them and completed the task.

#### Conclusions:

We learned about how to connet the git bash and the github,our job is to Describe project management principles, tools, and techniques for planning and controlling projects through a complete project life cycle.We have now learnt to initialise a Git repository on you local machine, add and modify files and commit changes to those files, create and merge branches and resolve any conflicts caused by those merges, both from the command line and within an IDE.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Stakeholder Register. | Shuyi Yuan | 10.13 |
| * To collect the information | Yanxi Chen,Han Lu | 10.13 |
| * Complete the markdown | Lei Shao | 10.13 |

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| --- | --- | --- | --- |
| 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 | 10.23 |
| * To collect information | Shuyi Yuan,Yanxi Chen | 10.23 |
| * Complete the markdown | Lei Shao | 10.23 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.