**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 38 |
| Group Lead: | Hangni Chi | Note taker: | Feiyue Yao |
| **Attendees:** | Yi Li，Yizhan Lu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Gantt chart 2. Risk&Governance | | |

# Minutes

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| Agenda Item 1: | Gantt chart | Presenter: | Noor Alani |

#### Discussion:

We learned about how to use Github and how to upload files.

#### 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. | Feiyue Yao | 10.23 |
| * To collect the information | Hangni Chi | 10.23 |
| * Complete the markdown | Yi Li，Yizhan Lu | 10.23 |

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

#### Discussion:

Some difficulties about git bush

#### 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. | Hangni Chi | 10.13 |
| * To collect the information | Yi Li，Yizhan Lu | 10.13 |
| * Complete the markdown | Feiyue Yao | 10.13 |

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

#### Discussion:

Know what the persona's goals are

#### 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. | Hangni Chi | 10.23 |
| * To collect information | Feiyue Yao | 10.23 |
| * Complete the markdown | Yi Li，Yizhan Lu | 10.23 |

# Other Information

#### Resources:

ZYU

#### Date of next meeting:

11.1