**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 3

Group Meeting Report

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 42 |
| Group Lead: | Hangni Chi | Note taker: | Feiyue Yao |
| **Attendees:** | Yi Li，Yizhan Lu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Risk Register 2. Agile methods | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Risk Register | Presenter: | Noor Alani |

#### Discussion:

How to convert all the information above into your Wiki page in the Group GitHub repository.

#### Conclusions:

Complete a Risk Register to identify and manage actual risks during the progress of our project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record weekly meetings for Iteration 3 – use the Group Meeting Report template. | Hangni Chi | 11.1 |
| * Identify at least six risks raised in your project. | Yi Li，Yizhan Lu | 11.1 |
| * Convert all the information above into your Wiki page in the Group GitHub repository. | Feiyue Yao | 11.1 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Process and Improvements&QA | Presenter: | Noor Alani |

#### Discussion:

Can’t refer to Resource links to read about usability testing.

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

#### Conclusions:

Identify at least six risks raised in your project.

Analyse the identified risks by determining likelihood and impact.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Refer to Resource links to read about usability testing. | Yi Li，Yizhan Lu | 11.8 |
| * Download the usability testing template and complete the following: | Feiyue Yao | 11.8 |
| * Record the scenario title by inserting the page name.Complete the markdown | Hangni Chi | 11.8 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Revision | Presenter: | Noor Alani |

#### Discussion:

#### Conclusions:

Have learned a lot of knowledge of agile program

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete your weekly meetings for Iteration 1, 2, and 3, | Feiyue Yao | 11.12 |
| * Complete the Stakeholder Register, | Hangni Chi | 11.12 |
| * check | Yi Li，Yizhan Lu | 11.12 |

# Other Information

#### Resources:

ZYU

#### Date of next meeting: