Practical Project - Iteration 1

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date 14th September 2021Time 9:00 AMLocation 401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| *Sponsor:* | Kesai Ji | Name of Group: | Group 41 |
| *Group Lead:* | Yujia Zhong | Note taker: | Yujia Zhong |
| ***Attendees:*** | Ming Chen、Junqi Si、Yujia Zhong、Kesai Ji | | |
| ***Absent:*** | NA | | |
| ***Please bring:*** | Laptop | | |
| ***Agenda items:*** | 1. Stakeholder register 2. Personas 3. Convert information to Markdown | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Stakeholder register | Presenter: | Kesai Ji |

#### Discussion:

Yujia Zhong identified the main stakeholders in this project, their roles, and impacts.

#### Conclusions:

There are four main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * **Record stakeholders’ name** | Kesai Ji | 20th September, 2021 |
| * **Include their job** | Yujia Zhong | 20th September, 2021 |
| * **Include their role** | Ming Chen | 20th September, 2021 |
| * **Include their requirement** | Junqi Si | 20th September, 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Design personas | Presenter: | Yujia Zhong |

#### Discussion:

Personas are needed for us to understand users of our project.

#### Conclusions:

The group confirmed three personas and divided the work.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * **Design personas** | Yujia Zhong | 28th September, 2021 |
| * **Design personas** | Kesai Ji | 28th September, 2021 |
| * **Testing and review** | Junqi Si | 28th September, 2021 |
| * **Testing and review** | Ming Chen | 28th September, 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Convert information to Markdown | Presenter: | Yujia Zhong |

#### Discussion:

Include the completed stakeholders, personas as a screenshot in markdown.

#### Conclusions:

Include the contain to readme.md

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * **Include stakeholders** | Junqi Si | 18th September, 2021 |
| * **Include personas** | Kesai Ji | 28th September, 2021 |

# Other Information

#### Date of next meeting: 4th October, 2021