**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

|  |  |
| --- | --- |
| Date 14thSeptember 2021  Time 3:00 PM  Location 401-ZYU  Notice of Meeting and Agenda |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 35 |
| Group Lead: | Keying Mo | Note taker: | Zhehan Wan |
| **Attendees:** | Keying Mo, Zhehan Wan, Jingyi Gu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Stakeholder register 2. Persona and switch in Markdown 3. Resource needs | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Stakeholder register | Presenter: | Jingyi Gu |

#### Discussion:

Analyze main stakeholders’ s projects, roles, and requirements.

#### Conclusions:

There are 3 main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record stakeholders’ names | Keying Mo | 16th Sep 2021 |
| * Include their role | Zhehan Wan | 16th Sep 2021 |
| * Include their requirements | Jingyi Gu | 16th Sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Persona and switch in Markdown | Presenter: | Wanzhe Han |

#### Discussion:

How we understand users with persona and review the Markdown.

#### Conclusions:

Draw 3 persons.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Persona development | Keying Mo | 26th Sep 2021 |
| * Persona testing and review | Zhehan Wan | 26th Sep 2021 |
| * Switch the information in Markdown | Jingyi Gu | 26th Sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Resource needs | Presenter: | Keying Mo |

#### Discussion:

Apply management skills to manage plans, resources, and schedules, and how to fill the imformation.

#### Conclusions:

Four main phases: planning, design and develop, closure

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Planning | Keying Mo | 30th Sep 2021 |
| * Design and develop | Zhehan Wan | 30th Sep 2021 |
| * Testing and closure | Jingyi Gu | 30th Sep 2021 |

# Other Information

#### Resources:

StackEdit, MS word,SM.MS

#### Date of next meeting:

30th Oct 2021