**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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Yuki | Name of Group: | Group 13 |
| Group Lead: | Yuki | Note taker: | Yuki |
| **Attendees:** | Yuki Dolly Joyce Shirley | | |
| **Absent:** | nobody | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. General cleaning | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | General cleaning | Presenter: | Yuki Dolly Joyce Shirley |

#### Discussion:

Yuki is responsible for sweeping the floor.Dolly is responsible for mopping the floor.Shirley is responsible for removing insects and Joyce is responsible for management.We also take turns to take out the garbage.

#### Conclusions:

The division of labor is orderly and the tasks are completed, but the management needs to be strengthened.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Sweep the floor | Yuki | 2021.11.1 |
| * Mop the floor | Dolly | 2021.11.1 |
| * Remove insects | Shirley | 2021.11.1 |

# Other Information

#### Resources:school

#### Date of next meeting:2021.11.11