**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: | Shirley | Name of Group: | Group 13 |
| Group Lead: | Yuki | Note taker: | Joyce |
| **Attendees:** | Shirley Yuki Dolly Joyce | | |
| **Absent:** | / | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Clean the meeting room 2. Discuss the sake of our website. | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Discuss the sake of our website. | Presenter: | Shirley Yuki Dolly Joyce |

#### Discussion:

Discuss the sake of our website.

The contant of our website.

The future of our website.

#### Conclusions:

It decided the direction of our website.

Everyone is motivated.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | 11.12 |
| * Enter action items here | Enter person responsible here | 11.12 |
| * Enter action items here | Enter person responsible here | 11.12 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Clean the meeting room | Presenter: | Shirley Yuki Dolly Joyce |

#### Discussion:

Decide what everyone is going to do.

Allccating tasks.

#### Conclusions:

Clean the room well

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Clean window | Yuki | 11.12 |
| * Clean the floor | Shirley | 11.12 |
| * Close computers | Dolly | 11.12 |

# Other Information

#### Resources:

The future about our website

#### Date of next meeting:

Let it be.Maybe tomorrow.