**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 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 01-11-2021AfternoonSchool |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Dolly | Name of Group: | e.g. Group 13 |
| Group Lead: | Yuki | Note taker: | Dolly |
| **Attendees:** | Dolly Shirley Yuki | | |
| **Absent:** | Joyce | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Parliamentary form making 2. Spring cleaning 3. To sum up what was missing | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Parliamentary form making | Presenter: | Dolly |

#### Discussion:

How to create a table using Markdown to achieve the desired effect.

#### Conclusions:

It is a success

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Start with Word | Dolly | 01-11-2021 |
| * Done with Markdown | Dolly | 01-11-2021 |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Spring cleaning | Presenter: | Everybody |

#### Discussion:Where does everyone work

#### Conclusions:

The conference room is clean and spotless

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Sweep the floor | Yuki | 01-11-2021 |
| * Mop the floor | Dolly | 01-11-2021 |
| * Taking out the trash | Shirley | 01-11-2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | To sum up what was missing | Presenter: | Everybody |

#### Discussion:

To discuss the steps that weren’t done before.

#### Conclusions:

Fill in the gaps.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Find the mistake | Yuki | 01-11-2021 |
| * Fix the hole | Shirley | 01-11-2021 |
| * Fix the hole | Dolly | 01-11-2021 |

# Other Information

#### Resources:

The content of the teacher's lecture

#### Date of next meeting:

12-11-2021