**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

|  |  |
| --- | --- |
| Documentation and Risk&Governance and Process Improvements | 17/10 Date2:00P.M.TimeClassroom Location |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Mengdie Cao | Name of Group: | Group 43 |
| Group Lead: | Mengdie Cao | Note taker: | Bing Guan |
| **Attendees:** | Mengdie Cao,Yixin Wan,Bing Guan,Yining Xu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Adding and edit wiki pages.Creating a footer or sidebar for the wiki.View a wiki's history of changes.Searching wikis 2. Identifying and describing the main elements of risk management and governance frameworks used in software projects. | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Documentation | Presenter: | YIxin Wan |

#### Discussion:

To know what wiki is and how it can help us in working.

#### Conclusions:

We can host documentation for our repository in a wiki.We can edit wikis directly on GitHub, or we can edit wiki files locally.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Adding and edit wiki pages | Mengdie Cao | Week5 |
| * Creating a footer or sidebar for the wiki | Yininf Xu | Week5 |
| * View a wiki's history of changes and searching wikis | Bing Guan,Yixin Wan | Week5 |

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| Agenda Item 2: | Risk&Governance | Presenter: | Yining Xu |

#### Discussion:

To know how to identify respond to risks

#### Conclusions:

We can apply risk management skills to mitigate risks on plans,resources,and schedules

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Describe and apply risk management techniques to identify and mitigate risks | Yixin Wan | Week6 |
| * Identify the main popular IT governance frameworks that can be used in agile projects | Bing Guan | Week6 |
| * Build the mitigation plan to reduce risks | Yining Xu,Mengdie Cao | Week6 |

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| Agenda Item 3: | Process improvements | Presenter: | Bing Guan |

#### Discussion:

To integrate and publish GitHub pages online and improve it

#### Conclusions:

Make the GitHub pages usability

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Conducting usability testing | Bing Guan | Week7 |
| * Improve the website usability | Yining Xu | Week7 |
| * Integrate and publish GitHub pages online | Mengdie Cao,Yixin Wan | Week7 |

# Other Information

#### Resources:

Website

#### Date of next meeting:

Week8