Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | DateTimeLocation |

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| Sponsor: | Noor Alani | Name of Group: | Group 43 |
| Group Lead: | MengDie Cao | Note taker: | YiNing Xu |
| **Attendees:** | ,MengDie Cao ,YiNing Xu ,YiXin Wan ,Bin Guan | | |
| **Absent:** |  | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Resource needs template 2. Agile gantt chart | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Resource needs template | Presenter: | MengDie Cao ,YiNing Xu ,YiXin Wan ,Bin Guan |

#### Discussion:

What we need during the work

#### Conclusions:

Start any job with a good budget and preparation

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Collect the information | YiNing Xu, YiXin Wan | Week 3 |
| * Estimated cost | Bin Guan | Week 3 |
| * Fill out the form | MengDie Cao | Week 3 |

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| Agenda Item 2: | Agile gantt chart | Presenter: | MengDie Cao ,YiNing Xu ,YiXin Wan ,Bin Guan |

#### Discussion:

The proportion of working hours allocated

#### Conclusions:

We need to allocate the working time of each link reasonably.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete interation 01,02 | YiNing Xu ,Bin Guan | Week 4 |
| * Complete interation 03 | YiXin Wan | Week 4 |
| * Fill out the form | MengDie Cao | Week 4 |

# Other Information

#### Resources:

Internet

#### Date of next meeting:

Week 5