Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | Date 25th September 2021Time 9:00 //AMLocation 401-ZYU |

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| Sponsor: | Yufan Li | Name of Group: | Group 21 |
| Group Lead: | Dazhong Shen | Note taker: | Keyi Wang |
| **Attendees:** | Keyi Wang, Dazhong Sheng, Yufan Li, Mengze Chen | | |
| **Absent:** | NA | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Resource needs 2. Gantt chart | | |

# Minutes

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| Agenda Item 1: | Resource needs | Presenter: | Yufan Li |

#### Discussion:

Include the resource the project need, such as human resource, materials, time etc.

#### Conclusions:

There are four phase involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Planning | Yufan Li | 28th September, 2021 |
| * Design and develop | Dazhong Sheng | 28th September, 2021 |
| * Testing | Keyi Wang | 28th September, 2021 |
| * Closure | Mengze Chen | 28th September, 2021 |

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| Agenda Item 2: | Gantt chart | Presenter: | Dazhong Sheng |

#### Discussion:

Include detailed resource planning.

#### Conclusions:

Include four group members assignment in 3 iteration.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Iteration1 | Keyi Wang | 24th September, 2021 |
| * Iteration2 | Dazhong Shen | 22th October, 2021 |
| * Iteration3 | Yufan Li | 5th November, 2021 |

# Other Information

#### Date of next meeting: 22th October, 2021