Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | Date 26th October, 2021Time 9:00 AMLocation 401-ZYU |

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| Sponsor: | Mengze Chen | 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. Risk register 2. User acceptance test | | |

# Minutes

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| Agenda Item 1: | Risk register | Presenter: | Keyi Wang |

#### Discussion:

Risk register are needed for mitigating the risks.

#### Conclusions:

Complete the risk register form.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the risk description, likelihood of the risk occurring, impact if the risk occurs, severity, owner | Keyi Wang | 2nd November, 2021 |
| * Complete the mitigating action, status, useful resources | Yufan Li | 2nd November, 2021 |

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| Agenda Item 2: | User acceptance test | Presenter: | Yufan Li |

#### Discussion:

User acceptance test are needed to improve the project.

#### Conclusions:

Complete the user acceptance test form.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Test the website | Keyi Wang | 9th November, 2021 |
| * Test the website | Dazhong Shen | 9th November, 2021 |
| * Test the website | Yufan Li | 9th November, 2021 |
| * Test the website | Mengze Chen | 9th November, 2021 |

# Other Information