Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | Date 4th October 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 | 15th October, 2021 |
| * **Design and develop** | Dazhong Sheng | 15th October, 2021 |
| * **Testing** | Keyi Wang | 15th October, 2021 |
| * **Closure** | Mengze Chen | 15th October, 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 | 20th September, 2021 |
| * **Iteration2** | Dazhong Shen | 20th September, 2021 |
| * **Iteration3** | Yufan Li | 20th September, 2021 |

# Other Information

#### Date of next meeting: 26th October, 2021