**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 1

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 4 |
| Group Lead: | Robby | Note taker: | Jerry |
| **Attendees:** | Robby,Jim,Sic,Jerry | | |
| **Absent:** | none | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. GitHub Forks and Pull requests 2. Governance &Risk Management 3. .Application of process improvement | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | GitHub Forks and Pull requests | Presenter: | Jerry |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify risks | Jim | Sep.21 |
| * Analyse the identified risks and evaluate the risks | robby | Oct.1 |
| * Build mitigation plan to reduce risks | sik | Oct.11 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Governance &Risk Management | Presenter: | Robby |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Record the procedure | jim | Oct.13 |
| * Practice the GitHub Forks | sic | Oct.23 |
| * Case analysis | jerry | Oct.30 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Item 3: | Application of process improvements | Presenter: | Robby |  |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Integrate the code | Jerry | Nov.1 |
| * Improve and test the website usability | Sic | Nov.11 |
| * discussion | Robby | Nov.18 |

# Other Information

#### Resources:

#### Git Github

Date of next meeting:5th February 2022