**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: | Group4 |
| Group Lead: | Jim | Note taker: | Sic |
| **Attendees:** | Jim,Robby,Sic,Jerry | | |
| **Absent:** | None | | |
| **Please bring:** | Pens,notebooks,mobilephone | | |
| **Agenda items:** | 1. Creation of production 2. Upgrade chip technique 3. Improve skills of using git | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Reation of production | Presenter: | Jim |

#### Discussion:

To manufactureproduction quickly.

#### Conclusions:

There are 3 peoplr involved in this project

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Chooce production | Jim | 12.23.2021 |
| * Analyse production | Jerry | 12.24.2021 |
| * How to improve | Robby | 12.25.2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Learn core skills | Presenter: | Robby |

#### Discussion:

This core skill.

#### Conclusions:

It is tough to reserch it

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Investigate requirement | Sic | 12.26.2021 |
| * Research it deeply | Jerry | 12.27.2021 |
| * Usage experience | Robby | 12.28.2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Learn about git | Presenter: | Jerry |

#### Discussion:

Git is a useful object.

#### Conclusions:

It’s worthy to do that.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Know git well | Jim | 12.29.2021 |
| * How to use it correctly | Robby | 12.30.2021 |
| * Concluse it | Jerry | 12.31.2021 |

# Other Information

#### Resources:

Git,gitub

#### Date of next meeting:

Next week