**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 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 5th February 20223：00PM401-ZYU |

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

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Governance & Risk Management | Presenter: | Robby |

#### Discussion:

Apply risk management skills to mitigate risks on plans, resources, and schedules.

#### Conclusions:

There are 3 main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify risks | Jim | 15th January 2022 |
| * Analyse the identified risks and evaluate the risks | Robby | 16th January 2022 |
| * Build mitigation plan to reduce risks | Jerry | 17th January 2022 |

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| Agenda Item 2: | GitHub Forks and Pull requests | Presenter: | Zhehan Wang |

#### Discussion: Using GitHub Forks and Pull requests.

Draw 3 persons

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record the procedure | Sic | 18th January 2022 |
| * Practice the GitHub Forks | Jim | 18th January 2021 |
| * Have the Pull requests | Jerry | 18th January 2021 |

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| --- | --- | --- | --- |
| Agenda Item 3: | Application of process improvements | Presenter: | Keying Mo |

#### Discussion: Apply the improvements of process into testing website usability

#### Conclusions: Three main phases: Integrate the code, publish GitHub pages online and Improve website usability by conducting usability testing

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Integrate the code | Robby | 2nd February 2022 |
| * Publish GitHub pages | Sic | 2nd February 2022 |
| * Improve and test the website usability | Jerry | 2nd February 2022 |

# Other Information

#### Resources:

Git, GitHub

#### Date of next meeting:

5th February 2022