**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: | e.g. Group 2 |
| Group Lead: | Kearbo | Note taker: | Enter note taker here |
| **Attendees:** | Kearbo | | |
| **Absent:** | Kearbo | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Called empolyees 2. Collection of money 3. Rent the office | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Collection of money | Presenter: | Kearbo |

#### Discussion:how to called empolyees

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

#### Conclusions:get a loan and borrow some money from your parents

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Go to bank | Kearbo | 2021/11/13 |
| * Withdraw money | Kearbo | 2021/11/13 |
| * Collection of money | Kearbo | 2021/11/13 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Called empolyees | Presenter: | Kearbo |

#### Discussion:put flyer out on the road looking for employees

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

#### Conclusions:good idea

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Print flyers | Kearbo | 2021/11/13 |
| * Put flyers out | Kearbo | 2021/11/13 |
| * Arrange the audit | Kearbo | 2021/11/13 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Rent the office | Presenter: | Kearbo |

#### Discussion:Rent a moderately priced house in an average neighborhood

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

#### Conclusions:good idea

#### Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Looking for a developer | Kearbo | 2021/11/13 |
| * Setting up office supplies | Kearbo | 2021/11/13 |
| * Consider your surroundings | Kearbo | 2021/11/13 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.