**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: | Chailyn | Name of Group: | Group 18 |
| Group Lead: | Chailyn | Note taker: | Jennifer |
| **Attendees:** | Jennifer Tina Jessica Chailyn | | |
| **Absent:** | nobody | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Project life cycle 2. Paradigms&Models 3. Agile Methods | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Project life cycle | Presenter: | Jennifer |

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 |
| --- | --- | --- |
| * make forms and upload | Tina | 2021.9.17 18:00 |
| * Getting started with Git | Jessica | 2021.9.18 22:30 |
| * Check the Git tool | Jennifer Chailyn | 2021.9.18 22:59 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Paradigms&Models | Presenter: | Jennifer |

#### 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 |
| --- | --- | --- |
| * Enter action items here | Jennifer | 2021.9.23 20:00 |
| * Working on Repository Git | Chailyn | 2021.9.23 18:30 |
| * Make persona Template | Jessica Tina | 2021.9.24 23:59 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Agile Methods | Presenter: | Jennifer |

#### 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 |
| --- | --- | --- |
| * **Working on branches & merges - Git** | Chailyn | 2021.9.30 16:30 |
| * Submit progress report team | Jessica Jennifer | 2021.10.1 20:00 |
| * Make forms and send pages | Tina | 2021.10.2 11:25 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.