**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 1 |
| Group Lead: | Chailyn | Note taker: | Enter note taker here |
| **Attendees:** | Chailyn Jessica Jennifer Tina | | |
| **Absent:** | No body | | |
| **Please bring:** | Computer | | |
| **Agenda items:** | 1. Planning & Scheduling 2. Documentation | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Create Gantt chart and upload to GitHub | Presenter: | Li Shen |

#### Discussion:

How to make Gantt chart, what data need to be collected, and how to upload the chart to GitHub

#### Conclusions:

Create Gantt chart and upload to GitHub

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Collect and organize data | Tina Jessica | 10/10/21 |
| * Making the Gantt chat | Jennifer | 10/10/21 |
| * Task of converting tables into web pages | Chailyn | 10/10/21 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Enter agenda item here | Presenter: | Enter presenter here |

#### 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 | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Enter agenda item here | Presenter: | Enter presenter here |

#### 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 | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.