**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 | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | e.g. Group 18 |
| Group Lead: | Chailyn | Note taker: | Jessica |
| **Attendees:** | Chailyn,Jessica,Tina,Jennifer | | |
| **Absent:** | nobody | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Risk & Governance 2. Process Improvements & Quality Assurance | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Risk & Governance | Presenter: | Li Shen |

#### Discussion:

Try to analyze the risks in different scenarios.And formulate emergency plans for various risks

#### Conclusions:

In different scenarios, we need to formulate different response methods according to the level of each risk.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Analyze risks under different scenarios | Jennifer | 11.9 |
| * Judge the importance of risk | Tina | 11.9 |
| * Design a plan to deal with this risk | Jessica | 11.9 |
| * Explain why - why choose this option | Chailyn | 11.9 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Process Improvements & Quality Assurance | Presenter: | Li Shen |

#### Discussion:

#### Make a website, and the team members upload the web page together

#### Conclusions:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Upload files on GitHub | Chailyn,Jennifer,Tina,Jessica | 11.9 |
| * Enter action items heredivision and integration of team tasks and also participated in the creation of charts. Integrating everything into the github web team wiki interface and then submitting the assignments | Chailyn | 11.9 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.