**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 | Date 9.20Time 13:00/20.9.2021Location classroom |

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|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 22 |
| Group Lead: | Shipeng Liu | Note taker: | Hui Kuang |
| **Attendees:** | Zhaoyang Zhu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1.Learn about how to create and where to get the information about skateholder register.   1. Getting familiar with Git & product life circle. | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | About skateholder register | Presenter: | ENZO |

#### Discussion:

Combining the course which Noor had taught and the information which we found on the internet, we found the basic frame about the subject in our mind.

#### Conclusions:

Skateholder regiser is about who have an impact on the outcome of the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Draw a conclusion about the course | William was required to draw the conclusion | 9.20 |
| * Search information about skateholder on internet | Seto did this action | 9.20 |
| * Combine the above-mentioned information and draw the final conclusion | Paco did this one | 9.21 |

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| Agenda Item 2: | product life circle | Presenter: | Paco |

#### Discussion:

We used to reckon that the life circle of a product is how long does it could exist or how durable it could be. But after the background information about it we learnt that it is about what periods did the product experience and how did it was conceived. Git is absolutely a new thing for us.

#### Conclusions:

it is about what periods did the product experience and how did it was conceived.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Learn about product life circle | ENZO /search information | 9.21 |
| * Learn about product life circle | William/search information | 9.21 |
| * Draw a conclusion | Seto /draw a conclusion | 9.21 |

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| Agenda Item 3: | Git | Presenter: | William |

#### Discussion:

We used to reckon that the life circle of a product is how long does it could exist or how durable it could be. But after the background information about it we learnt that it is about what periods did the product experience and how did it was conceived. Git is absolutely a new thing for us.

#### Conclusions:

Git is absolutely a new thing for us.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Search information | ENZO /search information | 9.21 |
| * Search information | Paco/search information | 9.21 |
| * Draw a conclusion | Seto /draw a conclusion | 9.22 |

# Other Information

#### Resources:

Wiki and Baidu

#### Date of next meeting:

emm