**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 3

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date 10.8Time 13:00/8.10.2021Location classroom |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 22 |
| Group Lead: | Shipeng Liu | Note taker: | Shipeng Liu |
| **Attendees:** | Zhaoyang Zhu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1.GitHub   1. Risk Management | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | About GitHub | Presenter: | ENZO |

#### Discussion:

Getting familiar with the Git Bash and the foundation of the GitHub, we had a conversation about what is the real function of our Wiki and what exactly we are going to make it.

#### Conclusions:

We will creat a unique Wiki.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create the repo. | William/did t | 10.8 |
| * Create the basic files. | Paco/did this action | 10.8 |
| * Combine above-mentioned items to create the wiki. | Seto/did this one | 10.8 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Know about risk management | Presenter: | Paco |

#### Discussion:

There needs to be a consensus on how to identify, classify and prioritize risks.Planning on how to manage risks is more important than the risk itself.

#### Conclusions:

it is about what risk did the product experience .

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Learn about risk | ENZO /did this | 10.9 |
| * Learn about management | William/did this | 10.9 |
| * Draw a conclusion | Seto /draw a conclusion | 10.9 |

# Other Information

#### Resources:

Wiki and Baidu

#### Date of next meeting:

emm