**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: | Group 15 |
| Group Lead: | Yifan Dong | Note taker: | Yifan Dong |
| **Attendees:** | Yifan Dong, Ye Fang, Bo Feng | | |
| **Absent:** | Not have | | |
| **Please bring:** | Laptop, paper | | |
| **Agenda items:** | 1. Discussion 2. deceding | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Discuss the company’s current situation | Presenter: | Yifan Dong, Ye Fang, Bo Feng |

#### Discussion:

Point out the problems existing in the company

#### Conclusions:

The company’s development is sluggish

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Stimulate employees’ enthusiasm | Yifan Dong | 16th Oct. 2021 |
| * Adjustment of working hours | Bo Feng | 7th Oct 2021 |
|  |  |  |

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| --- | --- | --- | --- | --- |
| Agenda Item 2: | Solve the company’s current problems | Presenter: | |  | | --- | | Yifan Dong, Ye Fang, Bo Feng | |

#### Discussion:

Discussing the company’s current problems

#### Conclusions:

The company has great potential for development

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Increasing the company’s popularity | Ye Fang | 26th Nov.2021 |
| * Broadening market | Yifan Dong | 26th Nov.2021 |
|  |  |  |

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| --- | --- | --- | --- |
| Agenda Item 3: | Looking forward to the future of the company | Presenter: | Yifan Dong, Ye Fang, Bo Feng |

#### Discussion:

Discussing the company’s future

#### Conclusions:

The company has great potential for development

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Describing the company’s future blueprint | Yifan Dong | 20th Oct.2021 |
| * Formulating the company’s future development plan | Bo Feng | 20th Oct.2021 |
|  |  |  |

# Other Information

#### Resources:

Business partners and friends

#### Date of next meeting:

28th Sep 2021