**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 2 below.

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

Practical Project - Iteration 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Tuesday, 12 October 2021DateTimeGroup Meeting Location |

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|  | | | |
| Sponsor: | kikyo | Name of Group: | Group 14 |
| Group Lead: | kikyo | Note taker: | Kikyo |
| **Attendees:** |  | | |
| **Absent:** | None | | |
| **Please bring:** | Pen,notebook | | |
| **Agenda items:** | * Identify the main purpose of project documentation. * Explain documentation quality focus. * Introduction to GitHub & GitHub boards | | |

# Minutes

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| Agenda Item 1: | Introduction to GitHub & GitHub boards | Presenter: | kikyo |

#### Discussion:Introduction to GitHub & GitHub boards

#### Conclusions:

GitHub is a Git repository hosting service, but it adds many of its own features. While Git is a command line tool, GitHub provides a Web-based graphical interface. It also provides access control and several collaboration features, such as a wikis and basic task management tools for every project.

The flagship functionality of GitHub is “forking” – copying a repository from one user’s account to another. This enables you to take a project that you don’t have write access to and modify it under your own account. If you make changes you’d like to share, you can send a notification called a “pull request” to the original owner. That user can then, with a click of a button, merge the changes found in your repo with the original repo.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Introduction to GitHub boards | kikyo | Thursday, 14 October 2021 |
| * Introduction to GitHub boards | kikyo | Tuesday, 12 October 2021 |

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| Agenda Item 2: | * Identify the main purpose of project documentation. * Explain documentation quality focus. | Presenter: | kikyo |

**Discussion:Identify the main purpose of project documentation.**

#### **Explain documentation quality focus.**

#### Conclusions:How-to guides – Problem-oriented, take the user through a series of steps to reach a real-world goal

#### Tutorials – Learning-oriented, take the user through a series of steps to learn a concept

#### Reference docs – Information-oriented, technical descriptions of the software (could include software design documents)

#### Explanations – Understanding-oriented, they clarify or illuminate a particular topic for a user

#### Documentation is one of the most important parts of a software project. However, a lot of projects have little or no documentation to help their (potential) users use the software,” says [Eric Holscher](https://www.ericholscher.com/blog/2013/jan/28/announcing-write-docs/), co-founder of Write the Docs

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Identify the main purpose of project documentation. | kikyo | Friday, 22 October 2021 |
| Explain documentation quality focus. | kikyo | Friday, 22 October 2021 |

# Other Information

#### Resources:

Pen，paper

#### Date of next meeting:

None