Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | DateTimeLocation |

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| Sponsor: | Noor Alani | Name of Group: | .Group 46 |
| Group Lead: | Liang Guo | Note taker: | Yichao Ma |
| **Attendees:** | Liang Guo ，Yichao Ma， Minghao Chen， Jiarun Ding | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Finish the resource needs template 2. Finish the gantt chart template | | |

# Minutes

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| Agenda Item 1: | Resource needs template | Presenter: | Yichao Ma |

#### Discussion:

Finish the Resource needs template and upload it into GitHub

#### Conclusions:

There are four main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the tasks and description parts | Yichao Ma | 2021.10.1 |
| * Complete the resource name part | Liang Guo | 2021.10.3 |
| * Complete the Amount of resource required in (hours) or (number of items)  and cost parts | Jiarun Ding，Minghao Chen | 2021.10.5 |

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| Agenda Item 2: | Gantt chart template | Presenter: | Liang Guo |

#### Discussion:

Finish the Gantt chart template and upload it into GitHub

#### Conclusions:

There are four main people involved in the project

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Milestone description part | Yichao Ma | 10.15 |
| * Complete the Category and Assigned to parts | Liang Guo | 10.17 |
| * Complete the Progress and Start and Days parts | Jiarun Ding， Minghao Chen | 10.19 |

# Other Information

#### Resources:

Laptop

#### Date of next meeting:

11.1