Practical Project - Iteration 3

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 risk register 2. Finish the User Acceptance Tests | | |

# Minutes

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| Agenda Item 1: | Risk register | Presenter: | Yichao Ma |

#### Discussion:

Finish the Resource Risk register and upload it into GitHub

#### Conclusions:

There are four main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the date raised，Risk description and Likelihood of the risk occurring parts | Yichao Ma | 2021.10.20 |
| * Complete the Impact if the risk occurs and Severity and Owner parts | Liang Guo | 2021.10.22 |
| * Complete the Mitigating ，Status and Useful resources parts | Jiarun Ding，Minghao Chen | 2021.10.24 |

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| Agenda Item 2: | User Acceptance Tests | Presenter: | Liang Guo |

#### Discussion:

Finish the User Acceptance Tests and upload it into GitHub

#### Conclusions:

There are four main people involved in the project

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the Scenario Title part | Yichao Ma | 10.28 |
| * Complete the Scenario and Remarks to parts | Liang Guo | 10.30 |
| * Complete the Status part | Jiarun Ding， Minghao Chen | 11.2 |

# Other Information

#### Resources:

Laptop

#### Date of next meeting:

11.1