**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: | Group46 |
| Group Lead: | Otto | Note taker: | Qiaqia |
| **Attendees:** | Otto qiaqia nero hector | | |
| **Absent:** | NA | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Date to host the wedding 2. venue 3. The order for the process | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Wedding emcee | Presenter: | otto |

#### Discussion:

Otto arranged the wedding procedure.

#### Conclusions:

There are four main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Confirm the sequence of item | Qiaqia | 16th Sep 2021 |
| * Confirm the order of the wedding site | Nero | 16th Sep 2021 |
| * Check the equipment is normal | Hector | 16th Sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Family members | Presenter: | otto |

#### Discussion:

We need invite the families of the bride and groom to the wedding.

#### Conclusions:

There are four main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Make an invitation | Qiaqia | 11th Sep 2021 |
| * Invite the bride’s family | otto | 11th Sep 2021 |
| * Invite the groom’s family | otto | 11th Sep 2021 |

# Other Information

#### Resources:

The people resource economic

#### Date of next meeting:

26th Sep 2021