**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 2

Group Meeting Report

|  |  |  |
| --- | --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation | 20th October 20219:00 //AM401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Jiale Gu | Name of Group: | Group 37 |
| Group Lead: | Ruoqi Chen | Note taker: | Ruoqi Chen |
| **Attendees:** | Xiaoyu Li Lei Chen | | |
| **Absent:** | none | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 4.Gannt Chart  5.Github boards | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 4&5: | Gannt Chart & Github boards | Presenter: | Ruoqi Chen |

#### Discussion:

Study how to allocate our study time and plans.

#### Conclusions:

Knowing how to fill out your plan in Excel, you can use Excel next time to make a plan.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Iteration planning and meeting | Xiaoyu Li Jiale Gu | 17th October 2021 |
| * Complete Gantt chart& resources needs | Ruoqi Chen | 20th October 2021 |
| * GitHub boards | Lei Chen Ruoqi Chen | 20th October 2021 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

20th October 2021

In the last few weeks，we learned how to use Github，and understand the basic operation of this course. In addition, what made us more happy was that the teacher set up the playback video for us. So we can understand more content through the teacher's class and video playback In this way，we can slowly and more carefuly to learn new knowledge and easier operation steps.

However，we know we have many shortcomings. And we believe we will be better by teacher's instruction and patient guidance.

Using Github has taught us that there are many faster and more convenient ways to use our software and computers. We need to review the operation and knowledge learned in the first five weeks in time, so that we can use and operate it more skillfully.

A personal sentiment from one member of our group:1.My English listening is poor, so I often can't keep up with the teacher's rhythm in class. 2.The way of quiz in class is very interesting and I like it very much. But it's a little fast, sometimes I just finish reading the questions and the time is up.