**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 3

Group Meeting Report

|  |  |  |
| --- | --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation | 10th November 2021 9:00/AM  401-ZYU |

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| --- | --- | --- | --- |
|  | | | |
| 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:** | 6. Risk & Governance  7. Process Improvements & Quality Assurance | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 6: | Risk & Governance | Presenter: | Ruoqi Chen |

#### Discussion:

Describe the risk management techniques to identify and mitigate risks. And the GitHub Forks and Pull requests.

#### Conclusions:

 We all know about risk management techniques and how to use them. We also got more comfortable with Github.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Find information | Xiaoyu Li and Lei chen | 27th October 2021 |
| * Organize the information | Jiale Gu | 27th October 2021 |
| * Write the information | Ruoqi Chen | 27th October 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 7: | Process Improvements & Quality Assurance | Presenter: | Ruoqi Chen |

#### Discussion:

Through read the Process Improvements & Quality Assurance, we decided to make a website out of Github.

#### Conclusions:

We successfully integrated and published the web through Github.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Portable code | Ruoqi Chen, Xiaoyu LI | 3rd November 2021 |
| * Portable code | Lei Chen , Jiale Gu | 3rd November 2021 |
| * Check to submit | Ruoqi Chen | 3rd November 2021 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

10th November 2021

After this series of courses，From week1's obscurity to Week7's proficiency. In each session, we will learn about the different functions and uses of Github. There are also a lot of difficulties encountered, but the teacher can always be patient and careful guidance we change how to operate. The problems raised before have almost been solved. However, when we browse the Internet, we always appear "sorry, your network is lost", which makes us very upset. We can't take classes or finish our homework well. On the whole, we got a lot.

The teacher demonstrates the operation process very carefully and always answers our questions in time. Although, some still do not understand, but with the help of classmates can be completed.

We made a series of web pages with GitHub and Gitbash. The process was a little difficult, but with the teacher's patient guidance and unremitting efforts, we finally made it. I am really happy and grateful to the teacher.