

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

2021.11.12 Date

14:00 Time

ZYU Location

Notice of Meeting and Agenda

Sponsor:	Noor Alani	Name of Group:	e.g. Group 1
Group Lead:	Shuda Yu	Note taker:	Wenhao Hu
Attendees:	Hanzhe Zhang, Feifan Hua		
Absent:	Nobody		
Please bring:	Laptop		
Agenda items:	1. Agile Gantt chart 2. Resource need		

Minutes

Agenda Item 1: Agile Gantt chart **Presenter:** Wenhao Hu

Discussion:

What content should be fill in.

Conclusions:

We make it together, you can see in the doc.

Action items	Person responsible	Deadline
Type	Feifan Hua	Thursday,Week4
content	Wenhao Hu	Thursday,Week4
delivery	Shuda Yu	Sunday,Week4

Agenda Item 2: Resource needs

Presenter: Hanzhe Zhang

Discussion:

How to obtain accurate data information

Conclusions:

The Internet search

Action items

- ✓ Type
- ✓ content
- ✓ delivery

Person responsible

Hanzhe Zhang
Shuda Yu
Wenhao Hu

Deadline

Thursday, week 4
Thursday, week4
Friday, week4

Agenda Item 3: Enter agenda item here

Presenter: Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

- ✓ Enter action items here
- ✓ Enter action items here
- ✓ Enter action items here

Person responsible

Enter person responsible here
Enter person responsible here
Enter person responsible here

Deadline

Enter deadline here
Enter deadline here
Enter deadline here

Other Information

Resources:

Nothing

Date of next meeting:

Week 7