

## 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

2021.11.12 Date

14:00 Time

ZYU Location

### Notice of Meeting and Agenda

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<b>Sponsor:</b>	Noor Alani	<b>Name of Group:</b>	e.g. Group 1
<b>Group Lead:</b>	Shuda Yu	<b>Note taker:</b>	Wenhao Hu
<b>Attendees:</b>	Hanzhe Zhang, Feifan Hua		
<b>Absent:</b>	Nobody		
<b>Please bring:</b>	Laptop		
<b>Agenda items:</b>	<ol style="list-style-type: none"><li>1. Stakeholder register sample</li><li>2. Personal template</li></ol>		

## Minutes

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**Agenda Item 1:** Stakeholder register sample **Presenter:** Shuda Yu

### 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	Friday,Week2
content	Wenhao Hu	Friday,Week2
delivery	Shuda Yu	Friday,Week2

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**Agenda Item 2:**    Personal template

**Presenter:**    Wenhao Hu

**Discussion:**

**How to convert to HTML**

**Conclusions:**

Use the conversion site to export the link

**Action items**

- ✓    Type
- ✓    content
- ✓    delivery

**Person responsible**

Hanzhe Zhang  
Shuda Yu  
Wenhao Hu

**Deadline**

Thursday, week 2  
Thursday, week2  
Friday, week2

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**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

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## Other Information

**Resources:**

Nothing

**Date of next meeting:**

Week 4