

## 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

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 47 |
| <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. Risk register template</li><li>2. User acceptance testing</li></ol> |                       |               |

## Minutes

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**Agenda Item 1:** Risk register template **Presenter:** Shuda Yu

### Discussion:

How to upload it to wiki.

### Conclusions:

Ask teacher for help

| Action items | Person responsible | Deadline      |
|--------------|--------------------|---------------|
| Type         | Feifan Hua         | Friday, Week6 |
| content      | Wenhao Hu          | Friday, Week6 |
| delivery     | Shuda Yu           | Friday, Week6 |

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**Agenda Item 2:** User acceptance testing

**Presenter:** Wenhao Hu

**Discussion:**

How to upload it to wiki.

**Conclusions:**

Ask wiki for help.

**Action items**

- ✓ Type
- ✓ content
- ✓ delivery

**Person responsible**

Hanzhe Zhang  
Shuda Yu  
Wenhao Hu

**Deadline**

Thursday, week 7  
Thursday, week7  
Friday, week7

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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:**

nope