**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

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation |

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| --- | --- | --- | --- |
| 2021/10/1 | | | |
| Sponsor: | Victoria | Name of Group: | Group 19 |
| Group Lead: | Victoria | Note taker: | Katherine |
| **Attendees:** | Victoria, Katherine, Carl, Anna | | |
| **Absent:** | no | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Talk about Itaration1 2. Talk about Itaration2 3. Talk about Itaration3 | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Talk about Itaration1 | Presenter: | Victoria |

#### Discussion:

#### In the first week of class, our group of four people completed and recorded the stakeholder register, the mutual interests of the four characters, were downloaded and learned to use git.In the second week of class, we learned the software development model and created a table.In the third week of class, we learned and learned about five of the most popular agile methods in the IT industry and learned about their main differences.

#### The four people of our group have a clear division of labor when completing the task. The specific content is completed by two people. The other two people evaluate and put forward suggestions on the task, and then modify the task for the second time and submit it.Viable action is that the members of the group actively put forward opinions. Unfeasible action is not efficient in the process of completing tasks. What needs improvement in the future is to improve efficiency and strengthen cooperation within the group.

#### Conclusions:

#### What needs improvement in the future is to improve efficiency and strengthen cooperation within the group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * the progress report | All of our members | A week |

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| --- | --- | --- | --- |
| Agenda Item 2: | Talk about Iteration2 | Presenter: | Victoria |

#### Discussion:

Iterative means it over and over again, so sometimes iterations also mean loop execution, repeated execution. Among the problems that can be solved with iterative algorithms, there is at least one variable that is directly or indirectly pushed out of the old value by the old value, which is the iterative variable. An iterative relational formula (or relationship) that introduces the previous value of a variable from its next value. Iterative relational establishment is the key to solving iterative problems, and can often be done using push-and-push or reverse methods. When will the iteration end? This is something that must be considered when writing iterative programs.

We created GitHub user in week four, and we finished the job on GitHub, summarized the first three weeks of the job on the wiki, and represented the network diagram as the Gant chart. Create a repository on GitHub.

The four members of our group have a clear division of labor when they complete their tasks. This time, the specific content is completed by the division of labor among the four people. A viable action is for the group members to actively advise and to actively complete their own part of the task when accepting the division of labour. In the process of completing a task, the unworkable action is to complete the task too long. What still needs to be improved in the future is to improve efficiency and enhance communication within the Group.

#### Conclusions:

What still needs to be improved in the future is to improve efficiency and enhance communication within the Group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * the progress report | All of our members | A week |

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| Agenda Item 3: | Talk about Iteration3 | Presenter: | Victoria |

#### Discussion:

In Week 6, we learned and described risk management techniques and applied them to identify and mitigate risks. We completed the risk register form and uploaded it to the group wiki page. Learned about the main popular IT governance frameworks available for agile projects and applications forks and pull requests in Github. In Week 7, we learned about Github pages, describing the key techniques used to improve the IT project process. Learned to integrate online and publish Github pages, pass feasibility tests, improve the usability of the site, list fixable areas in the table, and provide some advice.

Our team members have a clear division of labor and actively cooperate in the process of completing our tasks. Feasible action is that the team members actively complete the group tasks, each person completes their own parts, completes the efficient, problems in a timely manner. In the process of completing a task, the action that does not work is to complete the task for too long. What still needs to be improved in the future is to improve efficiency and enhance communication within the Group.

#### Conclusions:

In the process of completing a task, the action that does not work is to complete the task for too long. What still needs to be improved in the future is to improve efficiency and enhance communication within the Group.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * the progress report | All of our members | A week |

# Other Information

#### Resources:

None.

#### Date of next meeting:

None