Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | DateTimeLocation |

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| 2021/11/10 | | | |
| 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:** | Talk about Itaration3 | | |

# Minutes

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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.

#### 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.