**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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 milestones 2. Talk about number of iterations 3. Discussions on delivery | | |

# Minutes

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

#### Discussion:

is simple: create a name, then describe it simply, such as why it was created, the ultimate purpose of the milestone, and so on, and you can edit it directly by mapping or adding attachments; specify when the plan will be completed. You can create a milestone before the project starts, associate it later when you suggest questions, or you can suggest a topic, build a milestone later by the project leader, and then associate all the topics.

#### Conclusions:

For example, a province's new requirements, a functional submodule, a new project, etc., can create a milestone as the ultimate project goal.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Creating a new milestone | Carl | 12 hours |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Talk about number of iterations | 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.

#### Conclusions:

There are iterative job tasks every week, and how to get them done correctly and efficiently is something we have to consider.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete the iteration task | Carl | 7 days |
| * Complete the iteration task | Victoria | 7 days |
| * Complete the iteration task | Anna | 7 days |
| * Complete the iteration task | Katherine | 7 days |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Discussions on delivery | Presenter: | Victoria |

#### Discussion:

Team members should efficiently complete the job tasks assigned to them and submit them to the job submission within the specified time frame to complete the delivery.

#### Conclusions:

Team members should efficiently complete the job tasks assigned to them and submit them to the job submission within the specified time frame to complete the delivery.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Job delivery | Carl | 7 days |
| * Job delivery | Victoria | 7 days |
| * Job delivery | Anna | 7 days |
| * Job delivery | Katherine | 7 days |

# Other Information

#### Resources:

None.

#### Date of next meeting:

Once a week