**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 2 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 2

Group Meeting Report

|  |  |  |
| --- | --- | --- |
| Notice of Meeting and Agenda | Date：23/10/2021Time:15:09Location:ZYU 4-311 |  |

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| Sponsor: | Noor Alani | Name of Group: | Group48 |
| Group Lead: | Hangjia Yu | Note taker: | Hangjia Yu |
| **Attendees:** | Hangjia Yu,Yiyue Zeng,Shiwen Hang,Xinyi Chen. | | |
| **Absent:** | Hangjia Yu,Yiyue Zeng,Shiwen Hang,Xinyi Chen. | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. How to sign up Github and How to create a database in Github. 2. How do I upload files to Github. 3. How to Write code. | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | How to sign up Github and How to create a database in Github. | Presenter: | Hangjia Yu  Yiyue Zeng  XinYi Chen  Shiwen Hang |

#### Discussion:

What information do I need to set up Github and how do I use it properly.

#### Conclusions:

First of all, we need to have a clear understanding of GitHub's operating mechanism and basic knowledge. To build a database, we still need to have a sufficient understanding of the software.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Establish the required information | Yiyue Zeng | 23/10/2021 |
| * Set up steps | Xinyi Chen | 23/10/2021 |
| * How can we use it | Shiwen Hang | 23/10/2021 |

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| Agenda Item 2: | How do I upload files to Github. | Presenter: | Hangjia Yu  Yiyue Zeng  XinYi Chen  Shiwen Hang |

#### Discussion:

What steps are required to upload files to Github and what do we need to document

#### Conclusions:

We need to realize that there are different methods for uploading different files. First of all, we need to understand the functions of the software in order to understand the operation of the software

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Grasp the type of file | Hangjia Yu | 21/10/2021 |
| * Upload entry recognition | Shiwen Hang | 21/10/2021 |
| * Procedure for uploading files | Yiyue Zeng | 21/10/2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | How to Write code. | Presenter: | Hangjia Yu  Yiyue Zeng  XinYi Chen  Shiwen Hang |

#### Discussion:

Understand the purpose of programming, and what we need to know about the steps of programming, as well as some technical terms.

#### Conclusions:

We need to understand the connection between a website and a document, and then we need to write software to connect the two so that the two can be connected.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The purpose of programming | Xinyi Chen | 19/10/2021 |
| * Links between websites and documents | Hangjia Yu | 19/10/2021 |
| * Procedures and terminology for programming | Yiyue Zeng | 19/10/2021 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.