Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | Date：11/11/2021Time:17:25Location:Zhejiang Yuexiu Institute of Foreign Languages |

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| Sponsor: | Noor Alani | Name of Group: | e.g. 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 make a detailed Gantt chart, 2. how to complete the resource requirement list 3. how to make a risk registration chart, and the final user acceptance result template | | |

# Minutes

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| Agenda Item 1: | how to make a detailed Gantt chart, | Presenter: | Hangjia Yu  Yiyue Zeng  XinYi Chen  Shiwen Hang |

Discussion:detailed Gantt chart

#### Conclusions: we need to have a clear understanding of GitHub's operating mechanism and basic knowledge.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Establish the required information | Yiyue Zeng | 11/11/2021 |
| * Set up steps | Xinyi Chen | 11/11/2021 |
| * How can we use it | Shiwen Hang | 11/11/2021 |

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| Agenda Item 2: | how to complete the resource requirement list | Presenter: | Hangjia Yu  Yiyue Zeng  XinYi Chen  Shiwen Hang |

#### Discussion:Which project categories do we need to fill in

#### Conclusions:Fill in the resource requirements

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 | 11/11/2021 |
| * Upload entry recognition | Shiwen Hang | 11/11/2021 |
| * Procedure for uploading files | Yiyue Zeng | 11/11/2021 |

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| Agenda Item 3: | how to make a risk registration chart, and the final user acceptance result template | Presenter: | Hangjia Yu  Yiyue Zeng  XinYi Chen  Shiwen Hang |

#### Discussion:Analyze the probability of various risks and the necessary measures

| Conclusions:Reasonably judge the hazards of various risks in the projectAction items | Person responsible | Deadline |
| --- | --- | --- |
| * The purpose of programming | Xinyi Chen | 11/11/2021 |
| * Links between websites and documents | Hangjia Yu | 11/11/2021 |
| * Procedures and terminology for programming | Yiyue Zeng | 11/11/2021 |

# Other Information

#### Resources: Baidu library

#### Enter resources here.https://wenku.baidu.com/view/cde91c31c0c708a1284ac850ad02de80d5d80624.html

Date of next meeting: 25/12/2021

Enter any special notes here. When learning software risk, understanding the use of the software is not deep, so that when we are considering risk missing a lot of problems, in the process of user acceptance test template to write, we also because of different angles is divided, but at the last, we passed through discussion, finally agreed, and got the unification.