**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 2

Group Meeting Report

|  |  |  |
| --- | --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation | : 18th October 2021:9:00am:401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Zora | Name of Group: | Group29 |
| Group Lead: | Cassie | Note taker: | Cassie |
| **Attendees:** | Chole&Flames | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Planning&Scheduling 2. Documentation | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Planning&Scheduliing | Presenter: | Cassie |

#### Discussion:

We talked about github and how to use it. We will be able to describe and apply agile methods and will have the opportunity to better understand best fit methods for real-life scenarios.

#### Conclusions:

we explore the most popular techniques used for planning, estimation, and scheduling. We also build and manage resources using effective scheduling techniques.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify the most popular planning, estimation, and scheduling techniques practiced in the IT industry. | Zora | 18th October 2021 |
| * Explain how planning, estimation, and scheduling work. | Cassie | 18th October 2021 |
| * Use network diagrams and the Critical Path Method (CPM) to calculate task and project completion times. | Chole&Flames | 18th October 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Documentation | Presenter: | Zora |

#### Discussion:

We explain the importance of professional documentation and best practice methods for software development projects. We will be able to describe and apply best practices for project documentation.

#### Conclusions:

We know more about github, and push new changes. In the github, we set reprository and add more new things.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify the main purpose of project documentation. | Cassie | 25th October 2021 |
| * Explain documentation quality focus. | Zora | 25th October 2021 |
| * Use source code comments. | Chole&Flames | 25th October 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.