Practical Project - Iteration 2
Group Meeting Report

Date
Time
Location

Notice of Meeting and Agenda

Sponsor:	Noor Alani	**Name of Group:**	Group 31
Group Lead:	Yining (Jenny) Chen	**Note taker:**	Ke(hayley)Hu
Attendees:	Siyu (Nono) Wen, Lijing (Lilian) Xie, Ke (Hayley) Hu		
Absent:	n/a		
Please bring:	Laptop		

Agenda items:
1. Present problems encountered by team members in their work
2. Communicate and propose solutions to problems

Minutes

Agenda Item 1:	Present problems encountered by team members in their work	**Presenter:**	Ke(hayley)Hu

Discussion:

We analyzed the previous group cooperation and found some good points, such as timely communication. We also found some problems in the process of the project, such as the network situation which often affected the speed of completing the task

Conclusions:

Adhere to good methods, timely feedback problems

Action items	Person responsible	Deadline
✓ Discuss together and find out the shortcomings of each person through the analysis of the work	Everyone is self-reflective and finds problems	2021.10.20

Agenda Item 2:   propose solutions to problems   **Presenter:**   Ke(hayley)Hu

Discussion:

We found that we had some problems: lack of enthusiasm, unfamiliar with Git language, and low work efficiency due to unstable network conditions

Conclusions:

Solutions to different problems are proposed: encourage each other, communicate and learn from each other in places that they do not understand, and work in their spare time when the network condition is better

Action items	Person responsible	Deadline
✓ Everyone puts forward their own problems, everyone helps solve them, encourage each other not to give up when encountering difficulties	Everyone helps each other	2021.10.21