

Note:

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.
2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 3

Group Meeting Report

Notice of Meeting and Agenda

Date
Time
Location

Sponsor:	Noor Alani	Name of Group:	Group 31
Group Lead:	Yining (Jenny) Chen	Note taker:	Siyu (Nono) Wen
Attendees:	Yining (Jenny) Chen, Lijing (Lilian) Xie, Ke (Hayley) Hu, Siyu (Nono) Wen		
Absent:	n/a		
Please bring:	Laptop		
Agenda items:	1. Discuss the problems found by the team in cooperation. 2. In view of the above problems, the solutions are discussed.		

Minutes

Agenda Item 1: Discuss the problems found by the team in cooperation **Presenter:** Siyu (Nono) Wen

Discussion:

We analyzed the previous teamwork, both good and bad. The good thing is that we cooperate smoothly, assign tasks quickly, communicate among team members in time and cooperate efficiently. During the implementation of the project, we also have some problems, such as poor network conditions, which often leads to the task being unable to be completed on time.

Conclusions:

Timely find out the problems that lead to low efficiency of team work and communicate in time.

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	2021.11.5

Agenda Item 2: In view of the above problems, the solutions are discussed **Presenter:** Siyu (Nono) Wen

Discussion:

We find that we have some problems: we are not familiar with the course content and do not spend enough time on independent learning; The network is often unstable, resulting in low work efficiency.

Conclusions:

Solutions to different problems are proposed: Team members supervise each other's study, make full use of their spare time, do not procrastinate or be lazy, supervise each other and study independently.

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	2021.11.5

Agenda Item 3: Enter agenda item here

Presenter:

Discussion:

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

Conclusions:

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Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here
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✓ 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.