**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

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| --- | --- |
| Notice of Meeting and Agenda | DateTimeLocation |

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|  | | | |
| 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

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| --- | --- | --- | --- |
| 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 |

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| 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 |