**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 | DateTimeLocation |

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|  | | | |
| 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

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

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| 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 |

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| 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 |
| * 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.