**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 | Date 12th October 2021Time 3:00 PMLocation 401-ZYU |

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|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 33 |
| Group Lead: | Violet | Note taker: | Violet, Avocado |
| **Attendees:** | Showily, Violet, Avocado, Red | | |
| **Absent:** | NA | | |
| **Please bring:** | Laptop, Mobile phone, Ipad | | |
| **Agenda items:** | 1. Preliminary understanding and application Gantt Chart template 2. Complete a Resource Requirement List for the project 3. Complete files push to Github repository and resolve all issues | | |

# Minutes

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| Agenda Item 1: | Gantt Chart | Presenter: | Avocado, Violet |

#### Discussion:

Work together to calculate and complete Gantt Chart.

#### Conclusions:

Use Gantt Chart to complete the question assigned by Noor.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Clarifying the problem | Violet, Avocado | 12th Oct 2021 |
| * Draw the Gantt Chart | Avocado | 12th Oct 2021 |
| * Do calculation | Showily, Red | 12th Oct 2021 |

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| Agenda Item 2: | Resource Requirement List | Presenter: | Showily |

#### Discussion:

We need to make a list of items to make a rough budget for our expenses.

#### Conclusions:

Complete the list.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Type-in information | Showily | 14th Oct 2021 |
| * Think about resource content and price points | Violet, Avocado | 14th Oct 2021 |
| * Do calculation | Red | 14th Oct 2021 |

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| Agenda Item 3: | Github push and issues | Presenter: | Avocado |

#### Discussion:

Consolidate review again, improve Github content.

#### Conclusions:

We need to test Github.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Push the new changes/readme.md to the Github | Violet | 19th Oct 2021 |
| * Test the uploaded file | Avocado | 19th Oct 2021 |
| * Record any issues on Github | Showily, Red | 19th Oct 2021 |

# Other Information

#### Resources:

Please check the Wiki in our Github.

#### Date of next meeting:

21st Oct 2021