Practical Project - Iteration 1

Group Meeting Report

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| Notice of Meeting and Agenda | DateTimeLocation |

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| Sponsor: | Noor Alani | Name of Group: | Group 34 |
| Group Lead: | Daxin Huang | Note taker: | Jiajun Du |
| **Attendees:** | Shuhua Yu, Lei Xiao, Jiajun Du | | |
| **Absent:** | Nobody | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Record a Stakeholder Register. 2. Personal Template | | |

# Minutes

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| Agenda Item 1: | Record a Stakeholder Register | Presenter: | All members |

#### Discussion:

We discuss about how to make form and fill in the blanks .

#### Conclusions:

We have a great discuss and finally finish our first cooperation though it is not so fluent.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Table format editing | Daxin Huang | Wednesday, 15 September 2021, 7:42 PM |
| * The requirements | All members | Wednesday, 15 September 2021, 8:00 PM |
| * Check and submit | All members | Wednesday, 15 September 2021, 8:12 PM |

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| Agenda Item 2: | Personal Template | Presenter: | All members |

#### Discussion:

We discuss about who will do the personal template and who will organize and upload files

#### Conclusions:

We performed our duties and solved the task perfectly

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The personal template | Jiajun Du, Lei Xiao and Daxin Huang | Friday, 24 September 2021, 7:30 PM |
| * Organize and upload files | Shuhua Yu | Friday, 24 September 2021, 7:36 PM |
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# Other Information

#### Resources:

Baidu and teachers’ help

#### Date of next meeting:

Sep 26