Practical Project - Iteration 2

Group Meeting Report

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| Notice of Meeting and Agenda | Sep 267:00PMShaoxing Zhejiang |

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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. Download the **Resource Needs Template**. Use it to develop detailed resource planning related to e-commerce websites. 2. Download the **Gantt Chart Template**. Use it to develop detailed resource planning related to e-commerce websites. | | |

# Minutes

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| Agenda Item 1: | Download the Resource Needs Template. Use it to develop detailed resource planning related to e-commerce websites. | Presenter: | All members |

#### Discussion:

We discuss about the topic and using the method of division of labor. .

#### Conclusions:

We have a little problem at first but Shuhua Yu knows how to do and she teaches us ,finally we finish it

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Table format editing | Shuhua Yu | Tuesday, 28 September 2021, 4:00 PM |
| * Filling the blanks | All members | Tuesday, 28 September 2021, 4:18 PM |

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| Agenda Item 2: | Download the **Gantt Chart Template**. Use it to develop detailed resource planning related to e-commerce websites. | Presenter: | All members |

#### Discussion:

It’s a hard work , we discuss a lot about how to make Gantt Chart

#### Conclusions:

Lei Xiao searches some informations from website and teaches us how to do the Gantt Chart

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| The Gantt Chart | All members | Friday, 15 October 2021, 9:02 PM |

# Other Information

#### Resources:

Baidu and teachers’ help

#### Date of next meeting:

Oct 21