**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 1

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | Date 30th September 2021Time9:32AMLocation 9-107-ZYU |

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| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 48 |
| Group Lead: | Hangjia Yu | Note taker: | Hangjia Yu |
| **Attendees:** | Hangjia Yu,Yiyue Zeng,Shiwen Huang,Xinyi Chen. | | |
| **Absent:** | Hangjia Yu,Yiyue Zeng,Shiwen Huang,Xinyi Chen. | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Job assignments for different positions in the company 2. Conduct market research from the audience's perspective 3. Code writing and application | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Job assignments for different positions in the company | Presenter: | Hangjia Yu,Yiyue Zeng,Shiwen Huang,Xinyi Chen. |

#### Discussion:

What kind of skills are needed in a self-founded company, and what are the job requirements and tasks of employees in the company

#### Conclusions:

Through learning, we have learned several points for attention of self-made companies.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Character position,Identify what talents and skills are needed for growth | Yueyi Zeng | 15th September 2021 |
| * Job task.Determine what needs to be done for each position. | Hangjia Yu,Xinyi Chen | 15th September 2021 |
| * disposal data.Organize and submit all the data. | Shiwen Huang | 15th September 2021 |

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| Agenda Item 2: | Conduct market research from the audience's perspective | Presenter: | Hangjia Yu,Yiyue Zeng,Shiwen Huang,Xinyi Chen. |

#### Discussion:

According to the audience's psychology, personality and opinions on the product to improve

#### Conclusions:

Public research, employee application and software development are all crucial links.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Fill in the form | All of us | 30th September 2021 |
| * Turn the picture into a link | Xinyi Chen | 30th September 2021 |
| * Upload file | Yiyue Zeng | 30th September 2021 |

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| Agenda Item 3: | Code writing and application | Presenter: | Hangjia Yu,Yiyue Zeng,Shiwen Huang,Xinyi Chen. |

#### Discussion:

Through the introduction to Git learning, understand the function of Git, usage

#### Conclusions:

We have a basic concept of GIT, and we can carry out several simple operations.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Learn to use "git status" to check version, code | All of us | 30th September 2021 |
| * Learn to use "Touch" to create new files | All of us | 30th September 2021 |
| * Learn how to upload files with "git add. | All of us | 30th September 2021 |
| * Learn how to use "Git commit" to upload files from cache to local repository | All of us | 30th September 2021 |
| * Learn to use "git checkout master/dev" to change trunk and branch | All of us | 30th September 2021 |

# Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.