**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 | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Luke | Name of Group: | Group 9 |
| Group Lead: | Wade | Note taker: | Adrian |
| **Attendees:** | Wade Adrian Bridget | | |
| **Absent:** | NA | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Design a website 2. Arrange personnel 3. Software | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Design a website | Presenter: | Wade |

#### Discussion:

The main function of website.

#### Conclusions:

Introduce the product for users.

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Arrange personnel | Presenter: | Wade |

#### Discussion:

They discussed maximum limit simplify the code , convenient to users.

#### Conclusions:

[Building Network diagram using Critical PathForum](https://zyu.eit.ac.nz/mod/forum/view.php?id=1483),materializing process.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Show a clear statement of “to-do” | Bridget | 20th Oct 2021 |
| * [Planning Estimating & SchedulingFile](https://zyu.eit.ac.nz/mod/resource/view.php?id=1482) | Adrian | 20th Oct 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | software | Presenter: | Adrian |

#### Discussion:

Discuss the what software to programme Website

#### Conclusions:

Use Git hub.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Learn to use Git hub | Adrian | 25th Oct2021 |
| * Make G[itHub Forks and Pull requestsFile](https://zyu.eit.ac.nz/mod/resource/view.php?id=1534) | Adrian and Wade | 25th Oct 2021 |
| * Started making | Adrian and Wade | 30th Oct 2021 |

# Other Information

#### Date of next meeting:next week.