**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 3

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. Website design and production 2. Run and test 3. The improvement and perfection of mistakes | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Website design and production | Presenter: | Luke |

#### Discussion:

We discussed and decided on page design and content management

#### Conclusions:

Obtained a set of complete design scheme

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Run and test | Presenter: | Luke |

#### Discussion:

Based on the existing site, we tried to run it to test the desired functionality and goals

#### Conclusions:

The test completes and some errors are found

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | The improvement and perfection of mistakes | Presenter: | Adrian |

#### Discussion:

Find out the cause of the error and analyze it, and discuss a new solution

#### Conclusions:

Correct the error and run successfully

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * To calculate price | Adrian | 27th Oct2021 |
| * Prepare money | Adrian | 1th Nov 2021 |
| * Check the bill | Adrian | 8th  Nov 2021 |