**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 | 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. Calculate the remaining time 2. Design activity theme 3. Confirm the material | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Calculate the remaining time | Presenter: | Wade |

#### Discussion:

Wade Wade calculated the amount of time left to prepare for the event.

#### Conclusions:

Only three months before the start.

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Design activity theme | Presenter: | Wade |

#### Discussion:

They discussed the logo, the theme and the layout of the website

#### Conclusions:

Figure out the chart, theme, and what you need to do next

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Select the appropriate icon from the icon design contest | Bridget | 10th Oct 2021 |
| * Screen activity topics | Adrian | 10th Oct 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Confirm the material | Presenter: | Adrian |

#### Discussion:

Discuss the exact cost of the celebration

#### Conclusions:

They work out the most economical solution and confirm it

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * To calculate price | Adrian | 20th Oct2021 |
| * Prepare money | Adrian | 1th Nov 2021 |
| * Check the bill | Adrian | 10th Nov 2021 |

# Other Information

#### Resources:

#### Date of next meeting: