**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: | Terersa | Name of Group: | Group 23 |
| Group Lead: | Elsa | Note taker: | Della |
| **Attendees:** | Fox | | |
| **Absent:** | No | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Running a brand new data site 2. About how to develop data projects | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Running a brand new data site | Presenter: | Elsa |

#### Discussion:

Recruitment of technical staff

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Building the program framework | Terersa | 9.09 |
| * Collecting data | Dalle | 10.1 |
| * Test run and launch | Fox | 9.30 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

Try to get as much information as possible.

#### Conclusions:

About how to develop data projects

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Building the program framework | Terersa | 10.12 |
| * Collecting data | Dalle | 10.12 |
| * Test run and launch | Fox | 10.12 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: |  | Presenter: | Elsa |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

# Conclusions:Other Information

#### Resources:

Enter resources here.

#### Date of next meeting:

Enter any special notes here.