**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 | 14th september 2021 3:00 PM  401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Paul | Name of Group: | Group 39 |
| Group Lead: | Dlrb | Note taker: | Cc |
| **Attendees:** | Dlrb,Iris,Cc,Ciel | | |
| **Absent:** | Chenhao | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Refrigerator purchase channel 2. How to attract investment 3. Ensure the quality of refrigerator | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Refrigerator purchase channel | Presenter: | Enter presenter here |

#### Discussion:

Iris looked for refrigerator purchase channels in this project and suppliers.

#### Conclusions:

There are two main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Look for refrigerator purchase channels | Iris | 16th sep 2021 |
| * Record suppliers’ names | Cc | 16th sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | How to attract investment | Presenter: | Enter presenter here |

#### Discussion:

Cc found the right place to advertise.

#### Conclusions:

There are one main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Find the right place to advertise | Cc | 16th sep 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Ensure the quality of refrigerator | Presenter: | Enter presenter here |

#### Discussion:

Ciel hired quality inspectors and purchase quality detectors.

#### Conclusions:

There are one main people involved in the project

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Hire quality inspectors and purchase quality detectors | Ciel | 16th sep 2021 |

# Other Information

#### Resources:

MS word

#### Date of next meeting:

20th sep 2021