**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 | 2nd November 20213：00PM401-ZYU |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Group 35 |
| Group Lead: | Keying Mo | Note taker: | Zhehan Wang |
| **Attendees:** | Keying Mo, Zhehan Wan, Jingyi Gu | | |
| **Absent:** | None | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Governance &Risk Management 2. GitHub Forks and Pull requests 3. Application of process improvement | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Governance & Risk Management | Presenter: | Jingyi Gu |

#### Discussion:

Apply risk management skills to mitigate risks on plans, resources, and schedules.

#### Conclusions:

There are 3 main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Identify risks | Keying Mo | 25th October 2021 |
| * Analyse the identified risks and evaluate the risks | Zhehan Wang | 25th October 2021 |
| * Build mitigation plan to reduce risks | Jingyi Gu | 25th October 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 2: | GitHub Forks and Pull requests | Presenter: | Zhehan Wang |

#### Discussion: Using GitHub Forks and Pull requests.

Draw 3 persons

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Record the procedure | Keying Mo | 28th October 2021 |
| * Practice the GitHub Forks | Zhehan Wang | 28th October 2021 |
| * Have the Pull requests | Jingyi Gu | 28th October 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 3: | Application of process improvements | Presenter: | Keying Mo |

#### Discussion: Apply the improvements of process into testing website usability

#### Conclusions: Three main phases: Integrate the code, publish GitHub pages online and Improve website usability by conducting usability testing

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Integrate the code | Keying Mo | 2nd November 2021 |
| * Publish GitHub pages | Zhehan Wang | 2nd November 2021 |
| * Improve and test the website usability | Jingyi Gu | 2nd November 2021 |

# Other Information

#### Resources:

Git, GitHub

#### Date of next meeting:

9th November 2021