**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 2

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 28th September 20213：00PM401-ZYU |

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| --- | --- | --- | --- |
|  | | | |
| 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. Planning, estimating and scheduling 2. Github 3. Build software documentation | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: | Planning, estimating and scheduling | Presenter: | Jingyi Gu |

#### Discussion:

Four main phases: planning, estimating and scheduling.

#### Conclusions:

There are 3 main people involved in the project.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Make plan | Keying Mo | 12nd October 2021 |
| * Do estimations | Zhehan Wang | 12nd October 2021 |
| * Finish scheduling | Jingyi Gu | 12nd October 2021 |

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| Agenda Item 2: | Github | Presenter: | Zhehan Wang |

#### Discussion:

#### Using GitHub in software projects Conclusions:

Draw 3 persons

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Practice using the git | Keying Mo | 22nd October 2021 |
| * Raise and solve problems | Zhehan Wang | 22nd October 2021 |
| * Summary and evaluation | Jingyi Gu | 22nd October 2021 |

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| Agenda Item 3: | Build software documentation | Presenter: | Keying Mo |

#### Discussion:

As a team to build reliable software documentation.

#### Conclusions:

Describe the pre-writing exercise and develop a content strategy.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Build a content strategy | Keying Mo | 25th October 2021 |
| * Describe the main elements | Zhehan Wang | 25th October 2021 |
| * Identify two real-life examples | Jingyi Gu | 25th October 2021 |

# Other Information

#### Resources:

StackEdit and github

#### Date of next meeting:

30th Oct 2021