Team Minutes for [Farm to Table]

Milestone 2 - Initial Website

Delete the instructions in black italics and replace them with your team's information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.

Team Members' Names
Randika Fernando
Kimberley Tan
Shahzaib Bukhari
Anita Afrin Arpita
Nic Procter

Meeting 1

Meeting Date: *Put date here*	Start Time: **28th April @515pm** End Time: **6:15pm** Summary of Meeting
1. Attendance	*Kimberley Tan, Anita Afrin Arpita, Shahzaib Bukhari*
2. Purpose of Meeting	*Discuss Milestone 2 - The Initial Website*
3. Discuss work completed since last meeting.	*Watched the week 8 lecture - Shopping Carts and Payment Systems* *Work was done towards milestone 2 by investigating potential website templates that could be used as well as plan for how the team would work collaboratively on the initial website.*
4. Summarize work completed during meeting	*decision was made to use, "Ogani - Free Bootstrap 4 HTML5 Responsive Ecommerce Website Template. The website template is done by Colorlib.* *Website template can be found at this link:* https://themewagon.com/themes/free-bootstrap-4-html5-responsive-ecommerce-website-template-ogani/ *Example of template* https://technext.github.io/ogani/index.html

	We explored options to work collaboratively on the initial website. E.g. use Live Share extension with Visual Studio Code but decided that this. We decided that it would be better to work on our own pages of the website and then compile all the changes before submitting and verifying that it is working as expected. Discussed work allocation and began assigning pages.
5. Review action items to be completed after meeting	Remaining pages are assigned. Outcome of meeting to be discussed with absent team member. Begin working on pages and have ready to submit by before next wednesday workshop and ready to present
6. Schedule next meeting	Informal meetings via whatsapp, teams and email will occur between 28th April to 5th May to monitor progress and address any issues that arise.
7. Recording secretary	Nic Procter

Meeting 2

Meeting Date: Put date here	Start Time: Informal meetings via whatsapp, teams and email between 28the April to 5th May Summary of Meeting
1. Attendance	All
2. Purpose of Meeting	Provide update on progress and any questions from team members or discuss any issues/blockers from progressing.
3. Discuss work completed since last meeting.	Continued to work on milestone 2
4. Summarize work completed during meeting	Respond to questions and discuss any issues impacting progress on milestone 2 or any issues that are blocking progress.
5. Review action items to be completed after meeting	Complete milestone 2 pages and have ready to present on wednesday 5th May.
6. Schedule next meeting	Informal meetings via whatsapp, teams and email between 28th April to 5th May
7. Recording secretary	Nic Procter

Meeting 3

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 4

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 5

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 6

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	