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| **Date and Time** | 19/02/2025 4:00pm  20/02/2025 12:00pm |
| **Project Name** | DUALINGUISTS |
| **Meeting Goal** | 19/02/2025 4:00pm = assigning tasks and getting started with the CW  20/02/2025 12:00pm = finishing what’s left with the assigned tasks and move on to the wireframe as a group. |
| **Facilitator** | Sawsan |
| **Note taker** | Adam |
| **Attendees** | 19/02/2025 4:00pm = Everyone  20/02/2025 12:00pm = Everyone |
| **Roundtable Updates (each group member to contribute)** | 19/02/2025 4:00pm = we updated each other every 30-45 mins to check everyone’s progress as this was a in person meeting  20/02/2025 12:00pm = we confirmed if our diagrams were right to our lecturer and listened and worked on her feedback |
| **Discussion points** | 19/02/2025 4:00pm = we discussed on which diagram is everyone going to do, after we all agreed on our given tasks, we started with the CW  20/02/2025 12:00pm = we discussed the feedback we were given from our lecturer and improved our diagrams and after all of that was done, we discussed how the wireframe will be completed. |
| **Actions (list tasks and assign a group member)** | 19/02/2025 4:00pm = we assigned tasks to everyone and gave each other updated every 30 mins as we had a in person meeting  20/02/2025 12:00pm = we each finalised our individual tasks and moved on to the wireframe together. |