**Papa John’s Rota**

**Minutes**

Attendees: Adam, Pete, Toby

Apologies: None

Date: 16/09/2019

Subject: Rota Project

Today we finished the initial designs for the mock-ups of the workflow and layout of the entire product. We will organise a meeting with the client to get his approval so that we can begin development of the website itself.

We also set up a Trello board to keep track of the progress of the product. This includes keeping track of both internal and external meetings as well as individual tasks that are being completed during the development process.

In the future we will begin development of the product in Bubble.is after planning the tasks on Trello as accurately as we can, which will enable us to provide an expected time frame for the release date of the product.