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| --- | --- | --- | --- | --- |
| **Meeting Objective:** | | To discuss and assign delegation in a set time frame | | |
| **Date:** | 11/10/2020 | | **Location:** | n/a |
| **Time:** | 12:40 | | **Meeting: Type:** | Online |
| **Called By:** | DF  JB | | **Attendees:** | Darryl Frost  Jorden Barker |

**Actions of meeting 30/10/2020**

* Choose pages from HCCP website to produce wireframes and mock-ups
  + We decided to make multiple designs of the homepage to wireframe
    - Home page
    - Mobile version of Homepage
* Jorden is going to complete the wireframes. As soon as he has one out of the 3 complete, he is going to send over to Darryl to start the mock-up process
* Darryl is to create style tiles while waiting for Jorden to complete first wireframe

**Action items for next meeting (Scheduled: 18/10/2020)**

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| --- | --- | --- | --- |
| **#** | **Action** | **Person Responsible** | **Deadline** |
| **1** | Jorden to complete at least 2 wireframe pages for mock-up design | Jorden Barker | 14/11/2020 |
| **2** | Darryl to complete at least 1 mock-up design | Darryl Frost | 18/11/2020 |

Meeting Minutes 18/10/2020

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| --- | --- | --- | --- | --- |
| **Meeting Objective:** | | To review current progress and set targets for completion in preparation for meeting | | |
| **Date:** | 18/10/2020 | | **Location:** | n/a |
| **Time:** | 12:05 | | **Meeting: Type:** | online |
| **Called By:** | DF  JB | | **Attendees:** | Darryl Frost  Jorden Barker |

**Actions of meeting 30/10/2020**

* We have decided to decrease the quantity of mock-up designs from 3 to 2 to increase the quality of the documentation.
* Both participants will be responsible for producing pages and we will pick one of each to go with for the presentation
* Darryl is tasked with setting up a WordPress site in preparation for the start of development
* Jorden is to create a second Mock-up from a mobile standpoint.

**Action items for next meeting (Scheduled: 25/10/2020)**

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| --- | --- | --- | --- |
| **#** | **Action** | **Person Responsible** | **Deadline** |
| **1** | 1. Review completed Mock-Ups 2. Choose which designs are going to be presented to the client 3. Make note of any amendments/changes we could make to improve it before the presentation | Darryl Frost, Jorden Barker | 25/10/2020 |
| **2** |  |  |  |

**Meeting Minutes 25/10/20**

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| --- | --- | --- | --- | --- |
| **Meeting Objective:** | | Start | | |
| **Date:** | 25/10/2020 | | **Location:** | n/a |
| **Time:** | N/a | | **Meeting: Type:** | n/a |
| **Called By:** | JB | | **Attendees:** | Jorden Barker |

**Actions of meeting 25/10/2020**

* Received an email from Sean that the group is to be split and to work on my own
* I am to start my own WordPress site on my server to begin development
* Once the server is ready start development on a homepage resembling one of the wireframes or mock-ups

**Action items for next meeting (Scheduled: 25/10/2020)**

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| --- | --- | --- | --- |
| **#** | **Action** | **Person Responsible** | **Deadline** |
| **1** | Have WordPress on my server and have begun development on the homepage | Jorden Barker | 1/11/2020 |

**Meeting minutes 1/11/2020**

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| --- | --- | --- | --- | --- |
| **Meeting Objective:** | | Assignment of elements and pages | | |
| **Date:** | 25/10/20 | | **Location:** | n/a |
| **Time:** | N/a | | **Meeting: Type:** | n/a |
| **Called By:** | JB | | **Attendees:** | Jorden Barker |

**Actions of meeting 1/11/2020**

* After learning how to use WordPress begin making additional pages to use in code for both calculator pages and handhelds

**Action items for next meeting (Scheduled: 24/11/2020)**

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| **#** | **Action** | **Person Responsible** | **Deadline** |
| **1** | Make all additional sub pages for calculators and handheld appear on main pages and in slide on home page | JB | 08/11/2020 |

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| **Meeting Objective:** | | Asses previous weeks progress & assign tasks for the week | | |
| **Date:** | 24/11/20 | | **Location:** | n/a |
| **Time:** | N/a | | **Meeting: Type:** | n/a |
| **Called By:** | JB | | **Attendees:** | Jorden Barker |

**Actions of meeting 24/11/2020**

* Create other pages outlined by both Sean and Mark
  + Magazines
  + Discussions (Forum)
  + News

**Action items for next meeting (Scheduled: 5/12/2020)**

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| **#** | **Action** | **Person Responsible** | **Deadline** |
| **1** | Create each page and make progress for the following week | JB | 15/11/20 |

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| --- | --- | --- | --- | --- |
| **Meeting Objective:** | | Carry on for next week | | |
| **Date:** | 5/12/20 | | **Location:** | N/a |
| **Time:** | N/a | | **Meeting: Type:** | N/a |
| **Called By:** | JB | | **Attendees:** | JB |

**Actions of meeting 5/12/2020**

* Jorden to make changes to magazine page according to feedback given by Mark

**Action items for next meeting (Scheduled: 22/12/2020)**

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| --- | --- | --- | --- |
| **#** | **Action** | **Person Responsible** | **Deadline** |
| **1** | Make changes to magazine page according to feedback | JB | 22/11/20 |
| **2** | Carry on developing pages for the forum and the news pages | JB | 22/11/20 |

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| **Meeting Objective:** | | Make any improvements necessary | | |
| **Date:** | 22/12/20 | | **Location:** | N/a |
| **Time:** | N/a | | **Meeting: Type:** | N/a |
| **Called By:** | JB | | **Attendees:** | JB |

**Actions of meeting 22/12/2019**

* Review last week’s progress and assign tasks based on current progress