

**04/04/2022 Agenda:**

Discussion Assignment, Discussion of preferences for responsibilities and roles

**08/04/2022 Agenda:**

Discussion of assignment progress, discussion of project idea for group project, assignment of IT Technology sections, discussion of any difficulties

**11/04/2022 Agenda:**

Further discussion of group project idea, discussion of project tasks to do during the week, discussion of any concerns

**18/04/2022 Agenda:**

Discussion of project progress, discussion of who to interview, when to do it and what to ask

**22/04/2022 Agenda:**

Confirmation of task responsibilities and deadlines to complete them by, discussion of interview attendance, date and questions asked

**25/04/2022 Agenda:**

Update on progress of tasks delegated, talked about finalisation of assignment, found new interview candidate as prior one fell through and discussed when and how to do the interview, discussed feedback segment of report. Talked about contribution segment and future work and meetings that we will have to do for assignment 3

**29/04/2022 Agenda:**

Talked about finalisation of assignment, including the website report document. Talked about the summary reflection and the audit trail section.