Uniweb Amigos Meeting

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| Minutes | February 28, 2017 | 2pm |  |
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| Meeting called by | Donald Petkus |
| Type of meeting | Opening meeting |
| Facilitator | Donald Petkus |
| Note taker | Ben Witchell |
| Timekeeper | Ben Witchell |
| Attendees | Lopel, Onye, Steven, Ben, Donald, Martin |

## Agenda topics

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| 2pm-2:15pm | working on administrator page | whole group |

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| Discussion | We discussed in the meeting the designing of the homepage within HTML. | | |
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| Conclusions | Ben and Steven to work on the HTML design for the home page. | | |
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| Action items | | Person responsible | Deadline |
| Homepage design needs to be made with bootstrap and HTML | | Ben | 21/02/17 |
| Navigation bar needs to be made. | | Steven | 21/02/17 |

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| 2:15pm-2:30pm | working on login page | whole group |

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| Discussion | This week we discussed the testing of our website to see if it was working live and if the FTP was also working for our site. | | |
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| Conclusions | The conclusion was that we made Onye test the site to see if it was working live for us to be able to put our site on it. | | |
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| Action items | | Person responsible | Deadline |
| Testing Website to see if its live | | Onye | 21/02/17 |
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| 2:30pm-2:45pm | working on panopto | whole group |

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| Discussion | We discussed who will be doing the panopto video and what should be shown within the 5 minutes that is needed. | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
| To make the 5mins panopto on what has been done so far | | Martin | 28/02/17 |
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| [Time Allotted] | [Topic] | [Presenter] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| [Time Allotted] | [Topic] | [Presenter] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| Observers | Lecturer |
| Resource persons | N/A |
| Special notes | Lopel |