

TEAM WORK MEETING AGENDA

The chairperson fills out this form before a meeting to organise tasks to be discussed.

Meeting details

Chairperson: Veronika Strela		Minutes: 20 - 60 minutes	Date & Time: 24 Apr 2018, Afternoon	Location: Online: Facebook Messenger
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Who is to complete the Admin related UI designs	There are 29 UI designs that need to be completed so 1 team member will be completing 5 instead of 6 UI designs		
2	Who is to complete the Client related UI designs	There are a few drafts that have been drawn so that all the team members have an idea of what the UI designs should look like		
3	Who is to complete the Teacher related UI designs	A sample digital mock-up will need to be made so that all team members' UI designs match / have the same base framework		
4	Who is to complete the Public access related UI designs	There isn't a limit to which pictures or Logo is chosen / created, but the pictures should relate / match the descriptions of them in the draft UI designs		
5	Who is to complete the remaining UI designs	If any team member needs help with the UI designs or doesn't know whether or not they are designing them correctly, they can ask the clients or developers		
6	When is the deadline for all the UI designs			
7				

TEAM WORK MEETING MINUTES

Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.

Attendees: Veronika Strela, Vikrant Harish, Kenny Williamson, Issey Jordan Ranne Lourd Deleon Sanedrin		Absent: N/A	Date & Time: 24 Apr 2018 (Thursday) 4.27pm	Location: Online: Facebook Messenger
Minutes: <i>Who is filling out this form?</i>	Veronika Strela		Chairperson: <i>Who is organising the meeting?</i>	Veronika Strela
Item <i>What has to be done by the next meeting?</i>	Action <i>What action is required to get it done?</i>	Who <i>Who is responsible?</i>	Duration <i>How long will it take to complete?</i>	
1 Admin related UI designs	Designing using Paint or Photoshop, extracting pictures from the web, and creating a logo	Vikrant	3 - 8 hours	
2 Client related UI designs	Designing using Paint or Photoshop, extracting pictures from the web, and creating a logo	Veronika	3 - 8 hours	
3 Teacher related UI designs	Designing using Paint or Photoshop, extracting pictures from the web, and creating a logo	Kenny	3 - 8 hours	
4 Public access related UI designs	Designing using Paint or Photoshop, extracting pictures from the web, and creating a logo	Ranne	3 - 8 hours	
5 Remaining UI designs	Designing using Paint or Photoshop, extracting pictures from the web, and creating a logo	Issey	3 - 8 hours	
Next Meeting:				
Chairperson: Veronika Strela		Minutes: 20 - 45 minutes	Date & Time: 30 Apr 2018, Afternoon	Location: Online: Facebook Messenger

