**Meeting Tuesday, April 27th 2021: All members are present.**

* Updated each other on where each of us is in writing the report.
* Discussed the publishing of our website on UoM web dashboard.
* Noticed some minor issues when opening the website on the UoM network through VM because of screen resolution.
  + Pavel and Jonathan decided to work on that after meeting.
* Discussed further what may be included more in the Technical aspect chapter.
* Decided to meet during the lab session and further discuss the report.

**Meeting on Thursday, April 29th 2021: All members are present.**

* Viewed where each of us is in terms of the Report.
* Made sure everyone feels comfortable using overleaf.
* Asked TA about the possible limit of pages and if it will be ok to write more than 800 words per person.
* In order to have equal contribution in terms of writing the report, Asma decided to also write the conclusion.
* Decided to meet on Friday to discuss conclusion.

**Meeting on Friday, April 30th 2021: All members are present.**

* Discussed all the sections in conclusion because it needed to be as a group evaluation.
* Decided to have sections for pros and cons, one in terms of technical aspect and the other in terms of content.
* Decided to have everything ready by Saturday, in order to proof-read all the content and add it to overleaf.

**Meeting on Saturday, May 1st 2021: All members are present.**

* Everyone has finished their sections of report.
* We read all the sections together and improved phrases and some other minor mistakes.
* Decided that after the meeting each member will add their parts to overleaf.
* Also planned to write the appendix about accreditation and each of us would write contribution to the report, website and the total word count of their section.
* Planned to meet on Sunday and discuss presentation structure because the new date was very close.

**Meeting on Sunday, May 2nd 2021: All members are present.**

* Decided to structure our presentation basing on the pages on which the person worked on.
* In order to balance the contribution, Jonathan will do the introduction of the presentation along the University Response webpage showcase, Asma will do the conclusion along the Homepage and Pavel will do the Covid-19 and Personal Experience webpages showcase.
* Planned to meet on Tuesday, in order to have a rehearsal of presenting.

**Journal written by Pavel Ghazaryan.**