**Somerset Day Website Project Meeting**

Monday 21st November – 14:15-14:45

Present: Emi Witt, Milly Huckle, Michael Coates-James, Ryan Hughes, Alex Pope, Ed Roper, Jacob Lane & Rachel Connor

Apologies: Martin Griffiths, Bex Merrell

Actions:

* Project plan – breakdown of tasks, durations & deadlines - Ed
* Setup a group document share - Ed
* Research similar websites e.g. Isle of Wight Day & Sussex Day - Alex
* Design ideas – theme & colour scheme, possible layout – Emi & Milly
* Somerset Day (and similar) on social media – Ryan
* Target audience, local community groups & businesses - Michael
* Script testing – Jacob
* Pass list of names/email addresses to Ed - Rachel

Next meeting – 1:15pm Monday 5th December.

Please upload notes/research to the GitHub document share by 4pm on Friday 2nd December.