# Meeting Minutes

**Attendance**:

* Team Leader: Rhys Gillham.
* Team Members: Andrew Masar, and Kejah Pulman.

**Agenda:**

* Addition and alterations to current website and their implementation,
* Allocation of tasks to team members.

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| Action Items | Owner(s) | Details | Deadline | Status |
| Acme Arts Membership | Andrew Masar | * Generate a sign-up function, * Add UI elements to navigate to the page, * Enter membership details of; first and last names, email address * Allow for monthly and/or ‘breaking news’ selections with membership details, * Correct format for membership details; only characters for names, capitalize both names, and correct email format. | 14/11/22 | In Progress |

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| Action Items | Owner(s) | Details | Deadline | Status |
| Administrator Account | Kejah Pulman | * Create a non-root user on the server, * Allow for deletion of details per member request, * Generate UI elements for logging in, * Generate a page for membership email searching, * Allow for an option to display all members along with filter for one or both communication options, | 14/11/22 | In Progress |
| Member Options | Andrew Masar, Kejah Pulman | * Generate a page that automates a request to the admin to remove membership details, along with altering their communication preferences. | 14/11/22 | In Progress |