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| Dualcab  Team meeting |
| Agenda: |
| JANUARY 13, 2023  Authored by: Lachlan Neilsen |

Web:

* The web team have been adding content to web pages as it comes in
* Appropriate styling and formatting is still being developed for each page as we go along
* Ida has been looking into php
* Alex has come forward with some great visual design ideas. We will discuss these (Lachie, Alex, Ida) tomorrow.

Content:

* Editing phase has commenced. We should all be checking each others work as it is uploaded
* All documents should be getting saved through GitHub
* Lachie: make list over weekend, regarding all outstanding tasks, relevant criteria to address, etc.

General:

* Start looking ahead to assessment 3 and 5
* Reach out if you do, or may need help
* Group disputes: We need to be very frank with each other at times - beyond this, we need to remember to forgive anyone who is still wiling to participate, and create a better environment. This will help prevent any bullying, while maintaining an environment for expression of both positive and negative facts.
* Edits/corrections: Our work should be corrected/proof read by every person in the group. Do not apologize, or take offence for correcting. This is an opportunity for us to gain confidence in normalizing the giving & receiving of constructive negative feedback.
* Project: where to go next.
* Correspondence with Anthony
* Step through the assessment together