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| Dualcab  Team meeting |
| Minutes: |
| January 2023  Authored by: Lachlan Neilsen |

Group reflection:

* Chris has put a document for everyone to write their individual piece.
* Chris has taken notes no our Group Reflection discussion. Please view this document in Git

Audit Trail:

* Trello: Try to link to submission. Otherwise screenshots will do
* Ash: more commits to git.
* If you proof read and there are no mistakes, write at bottom (reviewed by: *my\_name*)

Final submission:

* Ida will commence writing the PDF
* Use text comparison to compare final web and pdf docs.

Web:

* Alex and Ida both have important non-web jobs to do at the moment. Lachie will help with web.
* Try to use already build html elements where possible
* Make sure all text is wrpped in tags e.g. <p></p>
* Name of Home Page (Home/Team Profile?)
* Link image references to be displayed in modal.
* Git can easily be used for reversing changes

General:

* Two missed meetings without correspondence will be counted as deserting. If this happens with anyone, they will be removed from the group.
* All documents have to be finished by Thursday at the latest
* Group sections written in 3rd person. Individual sections written in 1st person
* Lachie will make repos public today (18/01/2023)
* Recordings last 3 months. They will expire, but this will be fine. \*\*Edit: Lachie has found way to remove expiry\*\*
* Group feedback form – we will worry about this on Saturday. Everyone should be available for signing
* IT-Technologies is being done by Ash
* Alex’s editing style is the best to use if you are comfortable using it
  + Highlight, right-click, comment.
* We need to all catch up on modules asap