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| Dualcab  Team meeting |
| Agenda: |
| January 19, 2023  Authored by: Lachlan Neilsen |

Before we start:

* Chris: view assignment\_2 PDF for reference.

What needs to be done?

* Industry data: paragraph about the group overall \*see *outstanding tasks*\*
* Industry data: Ida, Ash, Alex, has your ideal job changed?
* IT technologies: we need to review tech 3 & 4. Lachie has started reviewing tech 2
* Group reflection:
  + Group part: needs to be made into a final written piece
  + Individual part: Alex, Lachie, Ida
* Completed web pages (layout only):
  + Specifications/index.html
  + Tools
  + Industry data
  + IT Work
  + Project
  + Reflection
* Outstanding web pages:
  + Ideal jobs
  + IT Technologies

Workflow:

1. Write the document

2. Review the document (preferably by someone else)

3. Label document in Git as *filnename\_FINAL*

4. Add to website

5. Compare *filnename\_FINAL* text to final website text

6. Compare to final PDF  
  
Module Contributions:

- are we up to date?

- when do we have to be up to date by