# AGENDA TEMPLATE

Specifics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 28/04/2022 | Start | 17:00 | End | 17:30 |
| **Room** | **Teams** | **Chair** | **Emre Altunsu** | **Minutes** | **Jack Gale** |

Attendees

|  |  |  |
| --- | --- | --- |
| Gabriel Jones | Jack Gale | Yousef Fares |
| **Dominic Hutchinson** | **Mark Schroeder** | **Emre Altunsu** |
| **Anthony Clapp (o)** |

## Timeline

Graphical user interface

Description automatically generated with low confidence

## Status

|  |  |  |
| --- | --- | --- |
| **Component** | **Who** | **Status** |
| Team Profile | Jack Gale | Ready for GIT |
| Ideal Job | Jack Gale | Ready for GIT |
| Industry Data | Jack Gale | Ready for GIT |
| IT Work | Mark | Ready for GIT |
| IT Technologies | Yousef (Machine Learning,  Natural Processing Languages)  Gabriel (Cloud Services)  Emre (Cyber Security) | Ready for GIT  Ready for GIT  Ready for GIT  Ready for GIT |
| Project Idea | Dom – body  Mark – further ideas | Ready for GIT |
| Website | Yousef – Structure  Jack - Styling | In Development |
| Prototype | Gabe  Emre | In Development |

# Requirements

## Design

Website:

* Jack design wireframe for each index.
* Yousef code HTML and CSS using wireframes as reference.
* Jack inserts content once HTML CSS complete and reformat images if needed.

Prototype

* Dom lead design with his vision of working application.
* Gabe and Emre collaborate and build prototype with Dom’s design.
  + How interactive should the prototype be?
  + Keep in mind Assignment 3 could require a working piece of software.

# Action Items

|  |  |
| --- | --- |
| Who | Items |
| Gabriel Jones | Prototype |
| Jack Gale | Website (Content) |
| Yousef Fares | Website (HTML, CSS) |
| Dominic Hutchinson | Prototype |
| Mark Schroeder | Working on pdf document. |
| Emre Altunsu | Prototype |