Location: Facebook

Date: 31/8/16 2pm

Team Members Present: 7

Time: 40 minutes

Content discussed:

A 7th team member was now present and responding to the group. He was tasked with improving the styling of the website, rather than the group using a template and its default settings. Some questions on the online order submission page and account creation page were raised by Kirwan and Amos. This question was forwarded by Michael to the client team in the form of an email.