**Meeting 3 - Minutes**

|  |
| --- |
| Date: 1st April 2022 Time: 6:30pm QLD / 7:30pm DST Location: MS Teams |

In attendance: William, James, Maritza and Grant

No attendance or apology: Stephen and Muhammad

* + - 1. Level up integrity review

Discussed attendance and commitment

- Raise issues with lecturer

* + - 1. Result from polls

Poll Results

Grant Team Leader

Bike Project Selection

* + - 1. Project Selection and allocation

Bike Project - Grant

* + - 1. Allocation of remaining assessment tasks

William to take on Grant’s Tech assignment

Grant to work on Project

* Interview to be organised by Maritza
* Website – We will figure it out? - use a Template

Still more allocations to occur at a late date

* + - 1. Assessment style – word and website

Suggested Website templates HTLM5UP

<https://html5up.net/phantom>

<https://html5up.net/massively>

<https://html5up.net/alpha>

* + - 1. Review timelines and progress

Timelines still in place as per the kanban