**Meeting 7 Minutes**

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| Date: 18th April 2022 Time: 7:30pm Location: MS Teams |

In attendance: Grant, James and William

Apologies: Maritza

Absent: Stephen

* + - 1. Level up integrity review
      2. Progress and completion of drafts

Each person to do a personal profile paragraph in the file on team's profile folder

Include ideal job the paragraph (All)

Industry data Stephen – Check progress Bruning Glass Data (Stephen)

Each person paragraph - Ideal job changed? (All)

SparkPLUS Feedback setup? (Grant) - Made available after submission

Each 200 words group reflection (All)

Total 400 works from Grant overall group reflection (Grant)

* + - 1. Github Access
         * James , William, and myself
         * Upload assignments to website html (All)

(Talk to Grant if unsure on what to do)

* + - * + Correct links (All – Grant to assist)
      1. Project Idea
         * Discussed project. Made some adjustments to wording
         * Suggested identifying a host for the cloud computing (Grant)
      2. Allocation of remaining tasks
         * See Progress and completion of drafts
      3. Completion timeline
         * Wednesday afternoon finals
         * Identify any shortfalls
         * Cover loose ends
         * Friday meeting on until submission
         * Target submission time 10pm Friday