TeamWork

Minutes

**Date**: 15/03/23

**Time**: 11.30

**Facilitator**: Ruben Avis

# In Attendance

Sandra Miller, Ruben Avis, Ivan Kvas.

Apologies

Referdinand Jr Balanquit not in attendance, Gordon Macpherson did not oversee this meeting.

# Approval of Minutes

Minutes from last meeting approved across the board.

# New Business

-Biscuit Descriptions:

Discussed if everyone had completed biscuit descriptions. Not all complete yet. Ivan has finished but still needs to upload. Completing the descriptions is no longer the main priority.

-Ruben added a task of taking pictures of biscuits unavabilable for free online. Added to tasklist. Not a main priority, but a side task.

-GitHub setup:

Discussed with Gordon about the functionality of GitHub, made sure every team member present understood how we will be using it. Reviewed Sandra’s word document which detailed the basic setup ie: creating a repository and files. Sandra also setup a common repository to be used as a location for all HTML/CSS that we will be creating.

-Roles regarding HTML/CSS:

Assigned various roles regarding who would be designing what part of the webpage. Briefly researched online to understand a webpage format (Hero section, footer, header, interactive element ect) Breakdown is as follows.

**Ruben** to work on the **Hero section (**Background image, an about section.) He will also be copying **Biscuit descriptions** into HTML based off of Sandra’s templates.

**Ivan** to create and style the **Header** (So a logo, banner, position the search bar).

**Sandra** will work on the **Carousel interactivity** (Which consists of creating a scrolling interactive bar on the screen with images, with empty links embedded in each image to eventually lead to biscuit descriptions).

**Referdinand** to work on the **Footer** when he returns, (Padding for the banner at the bottom to separate it from the background image, an empty link to potentially lead to a more detailed about section in the future).

Notes regarding this topic where as follows:

* The search bar doesn’t need to function at this time. But we will keep it as an element on the page.
* We will create a **Wireframe** document at a later date, detailing how design should be formatted later on. Upon making research and designing HTML/CSS currently, don’t focus too much on font sixe, img colour, ect. Keep it simple.

-Referdinand design concept:

We discussed Referdinand’s idea for how the page should be designed right now. Because we only have 12 descriptions we won’t rely on a search bar purely. Images with embedded links will exist on the homepage for the 12 CORE biscuits that we have created so far, and then the search bar will be implemented later.

This concept was agreed upon, with some edits to how it may look excatly.

-Outcome 2:

Asked Gordon how outcome 2 should be submitted. He wants a PDF from each team member detailing an individual piece of resarch completed regarding a topic related to our project. For each of us, the topic will most likely be web design, and our individual elements (footer, header ect) can act as what we will be resarching.

The technical guide completed individually also; this is found in the “Outcome 2” guidance folder.

Conclusion of minutes.