TeamWork

Agenda

**Date**: 22.02.23

**Time**: 11.20am

**Facilitator**: Ruben Avis

# In Attendance

Apologies

# Approval of Minutes

# Agenda items

1. Review of elevator pitch before presentation.
2. Review tasks assigned in previous meeting. Including assignment of descriptions, research, formatting ect
3. Update action items. Remove completed if necessary.
4. Removal/update action items. Discuss newly added action items.
5. Decide on who will do the next agenda and minutes.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |

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| * Add document of idea concepts to shared folder. | Ruben | 15.02.23 | Completed  15.02.23 |
| * Create team role template and add to shared folder. * Research how to connect database in WampServer * Create folder for biscuit images * Create “team” description. (About us) * Write HTML code to create background and basic header for website | Referdinand  Ivan  Sandra  Ruben  Referdinand | 15.02.23  Unspecified  28.02.23  28.02.23  Unspecified | Completed  15.02.23 |
| * Write elevator pitch. * Make word doc with guidance for formatting the information on Biscuits. * Create 3 biscuit information logs each. | Ruben  Ruben  All team members. | 21.02.23  21.02.23  28.02.23 | Completed  16.02.23 |

# New Business

# Next Meeting

22/2/23, 11.20-11.35