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| TeamWork Personal Daily Log | | | |
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| Date | What I Did | Challenges | Resolution |
| 08.02.23 | Created shared folder on onedrive |  |  |
| 08.02.23 | Took meeting minutes |  |  |
| 13.02.23 | Created minutes templated |  |  |
| 13.02.23 | Created agenda and sent meeting request. |  |  |
| 13.02.23 | Sent requests for webspace and jira access. |  |  |
| 14.02.23 | Asked Steven O about xamp server | Research setting up xamp server, ask group if I can do this. | After advice from Steven O we have decided to use guthub |
| 22.02.23 | Researched Github. Created a how to doc for Guthub and put in on to shared folder |  |  |
| 24.02.23 | Maintained the shared folder |  |  |
| 24.02.23 | Created first draft gingernut doc |  |  |
| 24.02.23 | Completed cover sheet and prepared folder to be submitted |  |  |
| 24.02.23 | Updated task list |  |  |
| 24.02.23 | Researched coding for gingernut doc |  |  |
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