AGENDA

Shawshank

Type: Meeting 1

Date: 24/04/2020

Time: 12.10pm-12.40pm

Location: Teams

Recorded: Yes

Attendees: Steven B, Noel M, Yan J, Sharl I, Karl Z

Not present: Suhayb W

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| Time (Start:Finish) | Topic | Notes |
|  | Going over how to navigate our GitHub | Steven went over how to navigate the GitHub repo and showed us where to upload work and how to edit the site |
|  | Setting work to be done by next meeting | Assigned work to everyone to have done by Monday  Karl, Noel, Suhayb, Yan: 1 section of IT technologies each  Steven: Project Ideas section  Sharl: Editing team profiles |
|  | Plan going into the week ahead | Planned out work to do individually after Monday to prepare for completion and submission |