(First Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 16/4/2018 10:00pm-11:02pm

Work/Activities completed since last meeting:

|  |  |
| --- | --- |
| Activity | Action by |
| None |  |

Work/Activities outstanding:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| None |  |  |

Work planned till next report:

|  |  |  |
| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| Making A Survey | 16/4/2018 | Team |
| Getting Survey Respondents | 22/4/2018 | Team |

Issues:

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(Second Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 24/4/2018 6:00pm-7:42pm

Work/Activities completed since last meeting:

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| Activity | Action by |
| Making A Survey | Team |
| Getting Survey Respondents | Team |

Work/Activities outstanding:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| None |  |  |

Work planned till next report:

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| Activity | Expected Date of Completion | Action by |
| Finalized Idea | 24/4/2018 | Team |
| Website Layout | 2/5/2018 | Team |

Issues:

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(Third Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 27/4/2018 2:30pm-6:00pm

Work/Activities completed since last meeting:

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| --- | --- |
| Activity | Action by |
| Finalized idea | Team |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
| 2 Website Layout (Homepage + Forum) | 2/5/2018 | Team |

Work planned till next report:

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| Activity | Expected Date of Completion | Action by |
| PowerPoint Slides | 27/4/2018 | Team |

Issues:

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(Fourth Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 27/4/2018 2:30pm-6:00pm

Work/Activities completed since last meeting:

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| --- | --- |
| Activity | Action by |
| PowerPoint Slides | Team |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
| All Website Layout | 5/5/2018 | Team |

Work planned till next report:

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| Activity | Expected Date of Completion | Action by |
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Issues:

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(Fifth Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 27/4/2018 2:30pm-5:00pm

Work/Activities completed since last meeting:

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| --- | --- |
| Activity | Action by |
| All Website Layout | Team |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
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Work planned till next report:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| Finalize of Presentation Flow | 4/5/2018 | Team |

Issues:

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(Sixth Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 12/5/2018 11:30am-4:00pm

Work/Activities completed since last meeting:

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| --- | --- |
| Activity | Action by |
| Finalize of Presentation Flow | Team |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
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Work planned till next report:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| Business Report Proposal | 14/5/2018 | Team |

Issues:

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(Seventh Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 25/5/2018 10:00am-12:00pm and 10pm-1am

Work/Activities completed since last meeting:

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| --- | --- |
| Activity | Action by |
| Business Report Proposal | Team |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
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Work planned till next report:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| Database Schema Submission | 3/6/2018 | Team |

Issues:

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(Eighth Meeting)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 31/5/2018 3pm-5:50pm

Work/Activities completed since last meeting:

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| Activity | Action by |
|  |  |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
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Work planned till next report:

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| Activity | Expected Date of Completion | Action by |
| Database Schema Submission | 3/6/2018 | Team |

Issues:

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(Ninth)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 2/6/2018 9.30pm-10:30pm

Work/Activities completed since last meeting:

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| Activity | Action by |
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Work/Activities outstanding:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
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Work planned till next report:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| Database Schema Submission | 3/6/2018 | Team |

Issues:

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(Tenth)

Team Members Present: Terris/Adil/Elina/Cleyshire

Team Members Absent:

Date/Time: 31/7/2018 4pm-9pm

Work/Activities completed since last meeting:

|  |  |
| --- | --- |
| Activity | Action by |
| Completed Website. |  |

Work/Activities outstanding:

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| Activity | Expected Date of Completion | Action by |
|  |  |  |

Work planned till next report:

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| --- | --- | --- |
| Activity | Expected Date of Completion | Action by |
| Finish Report/ Poster/ Rehearse | 6/8/2018 | Team |

Issues:

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