

Actions

Meeting on 13/07/2021

- 5 out of 6 attended except for Ashley (stated could not see invite).
- 90% of sections were submitted as drafts.
- We discussed what was still left to do, when we would like to have final drafts and if there were any improvements to be made (the discussion is below)
- Next meeting was decided to final check-in for the entirety of the assessment.

The work was discussed as follows:

To-Do-List

Tools

- Ashley still needs to start 'Tools' section
- Alex to start on MS Teams doc and info

IT Work

- Delete all headings and make more like a story
- Move questions as an appendix item to give context

IT Technologies

- Paul to finish off Cryptocurrency

Project Idea

- Ashley still needs to start 'Improvements' section
- Adam to finish off Testing and Implementation
- Paul to finish off Budgeting

Presentation

- Karsten and Jessica want information done by Friday so they can finish the website
- Alex and Adam are fine-tuning and detailing the master documents
- Everyone doing their own references
- Images to be added