

Actions

Meeting on 16/07/2021

- 5 out of 6 attended except for Jessica (who had work related tasks).
- All final details were gathered, and we discussed on finishing the assessment.
- We discussed how we wanted to format and design the document as well as how the final tasks were delegated for completion (the discussion is below).

The work was discussed as follows:

Submissions

- Complete MS Team docs and have everything uploaded to GitHub – Alex
- Proofread and complete A2 Master document – Adam and Alex
- Give feedback and put forward suggestion on documents – Ashley and Paul
- Complete Website Design – Karsten and Jessica
- Organise GitHub repository – Karsten

Contributions

- All work was split up and agreed upon evenly among Adam, Alex, Jessica, Karsten and Paul with Ashley being the least contributor due to certain absences.
- The final assessment to be submitted by Alex on Canvas, if not done by Sunday 10am then Adam would take his place.