Meeting Minutes

Date	Time	Duration	Attendance	Location
Date03/05/2022	8PM	30 minutes	Alex P Alex H John V	VIA discord call

- Discussing the outline of the assignment
- Getting an understanding of what the website must include
- Simple possible topic choice discussion
- Deciding the group leader

Date	Time	Duration	Attendance	Location
04/05/2022	4PM	2 hours	Alex P Alex H John V	Lab session

- Writing our one slide presentation up
- Recording our presentation

Date	Time	Duration	Attendance	Location
22/05/2022	2PM	1 Hour	Alex P Alex H John V	VIA discord call

- Website discussion
- Starting the 3 slide presentation slides information
- Discussing stage 5 of assignment brief

Date	Time	Duration	Attendance	Location
30/05/2022	2PM	1 hour	Alex P Alex H John V	VIA discord call

- Completing the presentation slides
- Completing the presentation slides

Date	Time	Duration	Attendance	Location
06/06/2022	8PM	30 minutes	Alex P Alex H John V	VIA discord call

- Assigning topics for everyone to write about and research
- Starting the report
- Discussing timelines of completion
- Discussing website completion date
- Planning when to complete individual reports

Date	Time	Duration	Attendance	Location
10/06/2022	30 minutes	30 minutes	Alex P Alex H John V	VIA discord call

- Website design discussion
- Discussing where everyone is at with their individual reports
- Finalizing the website
- Last minute grammar touch ups on report