

MEETING DATA

Meeting No. 1 - 07/04/2021

Agenda –

- ❖ Welcome all.
- ❖ Discuss Work Allocation(Who does which sections)
- ❖ Potentially Discuss which Idea we can choose for the Project Idea Section

Actions –

- ❖ Everybody to read project Ideas to help decide which Idea is most Practical.
- ❖ Get started on Allocated Sections(Sections allocated are referenced in MS Teams Work Split doc).

Meeting No. 2 - 13/04/2021

Agenda –

- ❖ Welcome All
- ❖ Status Check(How is everybody doing with the Sections allocated)
- ❖ Decide on Project Idea

Actions –

- ❖ We have decided on Alice's project Idea, as she received the best grade.
- ❖ Everybody to continue their allocated sections and add this to the Teams Doc.
- ❖ Assign Burning Glass Section to new Member joining(Reane).
- ❖ Have all content edited and completed by Saturday(17/04).
- ❖ Read Alice's Project Idea and come up with helpful suggestions.
- ❖ Review And choose Website Templates.

Meeting No. 3 – 22/04/2021

Agenda –

- ❖ Welcome All
- ❖ What sections do we have left to complete?

- ❖ Allocate remaining Sections to do

Actions –

- ❖ Add Referenced version of Marc's Essays(Marc to commit)
- ❖ Complete Feedback sections and add them to the Repo(Alice)
- ❖ Calculate percentages of Contribution(Everybody)
- ❖ Complete Tools Section Write up(John)
- ❖ Add tools section to Group reflection HTML(Justin)
- ❖ Complete Meetings PDF documents(Justin)
- ❖ Submit Final report to Canvas