

Group Poster Project 15

MEETING MINUTES

Meeting/Project Name:	Group Poster Project 15		
Date of Meeting:	28/02/2023	Time:	3:15 PM
Minutes Prepared By:	Ana Marr	Location:	Allan Gilbert Building

1. Meeting Objective

- Gather information
- Discuss
- Structure the Poster - delegate tasks

2. Attendance at Meeting

Name
Ana Marr
Michelle Cheung
DIFLA KARAKKADAN
Robin Kaur
Roshini Sam
Meenakshi Deswal

3. Agenda and Notes, Decisions, Issues

Topic
<p>Rubric check</p> <p>The poster will be divided into:</p> <p>Introduction Narrative Recommendations Conclusion References</p>
<p>Task division</p> <p>-Introduction: Ana to organise what each group member produced and write an introduction according to the rubric -Group member to keep track of their progress and references -Research and decided on which technology to use -Roshini to work on the animation for the narrative</p>
<p>Poster design - technology used</p>

Group Poster Project 15

4. Action Items

Action

Divided the tasks according to the rubric

Recommendations to be formulated as a group

5. Next Meeting

Date:	07/02/2023	Time:	3:15 PM	Location:	Online
-------	------------	-------	---------	-----------	--------

Objective:	Organise Recommendations Decide which technology to use for poster Literature Review
------------	--