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| **Date and Time of Session** | | **31/01/19, 1.00 PM** |
| **Brief description of work done by each group member since last meeting** | | |
| Second group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  Neetan Briah w16028251  We first decided on what the site was going to do, we looked initially at the example of a running group webpage and decided to change that idea to be a travel review website. Once we had decided on the idea we each picked what part of the project we would be taking responsibility for and witch parts would be done as a group. After all this was decided we then gave out tasks to each member and began the planning documentation.  Jordan- risk assessment, style guide  Neetan- Project proposal, Code of conduct  Aows- Ethical Approval form, pricing proposal,  Lee- Gantt Chart, weekly meeting logs  We also all took this time to complete a skills audit. | | |
| **Agreed tasks for next meeting for each group member** | | |
| For the next meeting we plan to finish all assignment documentation tasks and begin to work on the terms of reference. Neetan will be submitting the code of conduct which is the first piece of submission that has to be done. | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **05/01/19, 2.00PM** | |