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| **Date and Time of Session** | | **17/01/18, 9.00AM** |
| **Brief description of work done by each group member since last meeting** | | |
| First group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  The meeting started by us deciding that we would be making a clothing website, we decided this because it would give us a chance to use payment systems and databases while also being something we would enjoy making.  Group Roles were decided next;  Jordan – Project Manager, Client side programmer  Aows – Server side programmer, Payment programmer  Lee – Tester, Database programmer  Group – Advanced Design Task  We gave out the roles according to each member’s strengths and weaknesses and decided that doing the design task as a group would be a solid idea so that we all get input into the design.  A Facebook group chat was made so that we could communicate outside of meetings and lessons.  The name of the site was decided as ‘Volume’, and a mock-up for a logo was made. | | |
| **Agreed tasks for next meeting for each group member** | | |
| Some deadlines were set for the next group meeting and beyond.  24th All group members are to fully understand their roles, Code of conduct is also to be made in the next group meeting on the 24th.  31st Is the deadline we set for the risk assessment.  9th Jordan set the deadline for the design task to finished, this is so that it falls into line for the website proposal and skills audit deadlines. | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **24/01/18, 9.00AM** | |