|  |  |  |
| --- | --- | --- |
| **Date and Time of Session** | | **24/01/18, 9.00AM** |
| **Brief description of work done by each group member since last meeting** | | |
| Group Meeting, Lee Hayley not present due to having Nissan Placement Interview, notice given of absence beforehand.  Code of Conduct first draft complete, and agreed on, group will continue to add as weeks go on.  Quality document started, will continue to add as more of the design comes together.  All members now fully understand their roles and what there responsible for.  Aows – Came up with some conceptual designs for website using responsive web design (RWD).  Jordan – Assisted Aows and began documentation for group including quality document and roles diagram. | | |
| **Agreed tasks for next meeting for each group member** | | |
| Group – Will meet at 12 on Friday 26th so begin design tasks so that deadline of 9th can be met.  Jordan – Risk assessment for the 31st, begin website proposal and skills audit.  Aows – Continue to work on RWD designs for Friday, Begin to think about implementing server side features into the design. | | |
| **Student signatures** |  | |
|  | |
|  | |
|  | |
|  | |
| **Date / Time of next meeting** | **26/01/18, 12.00PM** | |