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| **Date and Time of Session** | | **26/01/18, 12.00PM** |
| **Brief description of work done by each group member since last meeting** | | |
| Since the last meeting Lee Hayley has been caught up on what he missed.  The group has been thinking of designs for the site and ideas were shared during the meeting so that we can begin to finalise the design of our site.  All members are signed up to GITHUB and will begin to share all work through our repository.  https://github.com/aowsr/Volume\_inc  Jordan – began planning skills audit and will conduct it next week. | | |
| **Agreed tasks for next meeting for each group member** | | |
| Group – Familiarise yourself with our GITHUB repository and download a copy of the current code of conduct from it.  Group – Continue to work on designs to present at the next meeting so that a final design can be decided on.  Jordan – Prepare Skills audit for rest of group | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **31/01/18, 12.00PM** | |