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| **Date and Time of Session** | | **31/01/18, 12.00PM** |
| **Brief description of work done by each group member since last meeting** | | |
| Group – Members have all completed GITHUB setup and can access and push files from there home computers.  Group – Designs are continuing but are not ready to be finalised, Jordan has decided to push back the deadline another week till the 7th then the design work can be started.  Jordan – has completed skills audit and will upload it to the repository for other members to complete. | | |
| **Agreed tasks for next meeting for each group member** | | |
| Group – Every member should finish skills audit for this meeting so that results can be discussed by the group.  Jordan – Complete project proposal.  Group – Final design ideas ready so that design task can be started. | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **07/02/18, 12.00PM** | |