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| **Date and Time of Session** | | **27/02/18, 12.00PM** |
| **Brief description of work done by each group member since last meeting** | | |
| Note that we have missed the last few meeting dates due to work/ other commitments, however meetings will continue from today.  Group – Meeting with Cliff, gave us good direction for moving forward with our documentation.  Jordan – Has added to group code of conduct and risk analysis based on meeting with Cliff  Group – Continued to work on advanced design task, we aim to complete it today. | | |
| **Agreed tasks for next meeting for each group member** | | |
| Group – Complete design documentation by the 28th so as to stick to the deadlines.  Jordan – Begin planning the actual building of the website, including where to start and who will begin doing what.  Aows & Lee – Begin preparation for their parts of the website. | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **07/03/18, 12.00PM** | |