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| **Date and Time of Session** | | **07/03/18, 12.00PM** |
| **Brief description of work done by each group member since last meeting** | | |
| Group – Preparation for building website completed  Jordan – Initial project plan complete, group will attempt to stick with schedule, and however it will be updated throughout course of project. | | |
| **Agreed tasks for next meeting for each group member** | | |
| Lee – Begin database implementation  Jordan & Aows – Begin to build both front and back end for the front page of website, the front page will be used as a base for future pages as to speed up building process.  Group – As we will be meeting whenever possible to work on site together we have decided to switch official meetings to every two weeks. We will still be meeting in library to work together however official meeting logs and summary of progress will only be recorded at the bi-weekly meeting. | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **21/03/18, 12.00PM** | |