# Meeting 5

Date: May 19th Friday

Start Time: 10:07am

Apologies: Lissy, Patrick, Woody, and Connor have informed Elise and team members about their absence.

Absent: Tim (no explanation why)

## Meeting starts:

-Elise welcomes everyone to meeting.

## Standing Items:

-There is to be a networking event on June 14th after class.

-Elise wishes to introduce us to business contacts to practise on behaving on a professional level.

-Will not be available on June 7th, 8th, and 9th due to having to attend a conference.

## Team Co-ordinator Reports

-due to a lack of team leaders, Elsie wished to simply skip over the co-ordinator reports

## Website Update

-Blue Team: Content is live in terms of perspective students page, did not require too much editing.

-Red Team: Current users did not link to skeleton page last time. CSS file generic layout not currently in folder.

-Green Team: Content is in GitHub, however, not pushed live yet.

-Elsie wishes to remain up to date with website progress, must be done ASAP. Does not want it to invade current project work schedule.

## Current Deliverables

-Arranged for Nora to come in on Wednesday.

-Leiken has Gig city report info put together, and has informed Elise that Patrick and Connor are currently in the process of working on their sections.

-Callam has refugee report together.

-Red Team is in process of working, as well as Green Team.

-Elise wishes us to have something that is a well written, concrete proposal by Wednesday.

-we are required to ask some questions to get a better idea of project requirements.

-A milestone of having draft #1 finished by Wednesday.

-Elise does not want a single person to write it up, wants sections done by each team member then “stitched” together.

## Notice Board

-Blue Team had nothing to put up due to poor time management, had apologized to Elise for lack of content.

- Red Team is to put up noticeboard next.

-Elise further explains gig city project/funding.

-Will circulate times for business practise.

-Elise informs us that we can exchange info between teams, however, must remember that they are competing for a CV reference.

# Meeting Adjourned @ 10:32am