**Team Meeting Minutes – 13/03/19**

Discussed:

* Wireframes for home screen – re-design and consider the modern look of websites (Tiles) e.g. MSN
* Trello development log – change task headings so that members have an individual column that tasks can be moved into
* Assigning tasks in development log to members
* Priority colours on development log tasks – Priority based – Red (High), Amber (Medium), Green (Low)
* Pages to be included within the site – home, registration, user area,

Client Project Meeting Outcomes:

* Make final decisions on what content is to be incorporated on the pages of the site through wireframes/colour mockup. Decide how the site comes together.
* Develop a test plan before 27th March
* Consider using UX persona testing (HCI). Select 1 persona each from HCI module. Consider use of scenario’s (Olsen’s Toolkit)
* Develop a Sitemap
* Develop separate design and development logs

**NEXT PROJECT MEETING WITH THE CLIENT SCHEDULED: 27th MARCH 2019!**

Tasks to do going forward:

* Update development log (Trello) headings – Carl by 13/03/19
* Assign tasks to members with deadlines – Jo by 13/03/19
* Update development log (Trello) to reflect tasks assigned – Carl by 13/03/19
* Develop a Sitemap for the website – Carl by 18//03/19
* Update design and development logs for the project – Carl by 13/03/19
* Finalise what content is to be included on each page of the site through discussion between designers and the development of wireframes/colour mockups – Jo, Steve D and Steph by 15/03/19
* Begin developing a test plan – Steve D ongoing by 24/03/19