Cheryll Singh

MENTOR MEETING 5

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**Date: 1st September 2020  
Duration: 4:15 - 4:45pm  
Location: ZOOM Meeting**

ATTENDEES

Harpreet Singh, Jayden Kean, Miracle Pule, Zureen Hanif

# AGENDA

## **Discussion**

* Project method and approach - needs referencing, more detailing about how it affects our topic specifically
* Detail the scope better, add onto existing documents to give greater depth in regards to the project
* Upskilling resources - linkedin Learning, lynda.com, w3schools
* Intimately determine the scope and make sure Charles agrees
* Reference everything used, including lecture slides

# ACTION ITEMS

1. Add prepared/edited by statements to all documents - everyone
2. Detail the scope in greater depth - Zureen
3. Upskill - everyone
4. Update the project method and approach to provide greater detail - Leen
5. Finalise all unfinished documents - everyone

# NEXT MEETING’S AGENDA - check documents to see if changes are made accordingly and up to standard

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 4:15 - 4:20 | How we are coping with all assignments and/or other classes |
| 4:20 - 4:30 | Project method + approach, scope statement - changes to be made |
| 4:30 - 4:40 | Overall things to reconsider to add to documents, upskilling methods |
| 4:40 - 4:45 | REFERENCING !!! |