Team Eagle – Thursday 7th January 2021

Attendees: Sarah B, Sarah C, Fatima (Chair), Nathan

Apologies: Hannah – Network problem, Farrah – Work commitments

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| **Item** | **Summary** | **Actions** |
| GitHub tutorial by Nathan | Explains the basics on command line. Sarah C was facing a different problem with Git. | Nathan will get back to Sarah C with the Password part in command line |
| Project idea |  | Will be discussed in the next meeting. |
| Updates and Progress | * Nathan - structured the basic HTML. * Fatima shares some colour pallets – not finalised. * Fatima – researching for her IT technology report and collecting everyone’s test outcomes for the Team profile. * Sarah C – Has interview set up. Drafted the questions for the interview.   Sarah B – Working on the Industry data. Requires some more details of the ideal jobs of some members. | * Nathan will try to start structuring for the CSS too. * Colours will be finalised after all content is put together. * Get drafts done by Sunday. * Hannah, Sarah C, and Fatima to give Sarah B ideal Job details. |
| Any other issues or questions | * Sarah B discuses EndNote.   Should Personal Information paragraphs be in First or third person? |  |