Team Eagle – Sunday 17th January 2021

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

Apologies: Nil

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| **Item** | **Summary** | **Actions** |
| Status of content | **Confirmation of status of each section:**   |  |  |  | | --- | --- | --- | | **Section** | **Owner** | **Status** | | Team profile | Fatima/Nathan | **Completed and changes merged into GitHub** | | Tools | Nathan | **Completed to date - pending final notes and minutes** | | Industry data | Sarah B | **Uploaded an updated copy.**  **Just waiting on Nathan’s input**  **Sarah might need help with HTML, but will let us know on Tuesday’s call.** | | IT Work | Sarah C | **Completed and HTML pushed to Master.**  **Would like to add some additional content/answers to questions, if Jess Dodson is available.** | | IT Technologies | Hannah  Sarah B  Fatima | **Hannah’s two completed.**  **Sarah cutting down her version.**  **Fatima’s is completed.** | | Project idea | Sarah C | **Draft is uploaded for final comments from the team.** | | Style/continuity | Hannah | **Everyone to make sure references are in their documents.**  **Teams has confirmation of reference style to use.** | | PDF | Hannah | **Hannah confirmed she will complete the PDF.** | | Nathan to complete his industry data input.  Everyone to review the Project idea content and provide feedback.  Sarah C to update IT Work with additional questions if possible.  Sarah B to finalise her Machine Learning paper.  Everyone to make sure they have completed their references. |
| Identify owners for outstanding items | |  |  |  | | --- | --- | --- | | **Section** | **Owner** | **Status** | | Feedback | Everyone | **Not required at this stage** | | Group Reflection | Everyone | **Updated live in the meeting. Everyone to edit and add their own paragraph.** | | Presentation | Fatima, with support from team | **Still awaiting confirmation on whether we can use Bootstrap.**  **Agreed that if we have not had an answer by Monday, we will write out the CSS.** | | Everyone to input into the Group Reflection.  Hannah to email Anthony to get an answer to her question in the Assignment Forum. |
| Outstanding and action items from last meeting | GitHub and committing our code   * Agreed that Nathan will support merging all the branches into the master. * Everyone to pull down the current version of the master to their branch, complete their code updates, and then push them back to their branch.   Agreed timeline for last week before submission:   * 17th all writing complete * 18th all content reviewed and finalised * 19th all code complete and committed to branch * 19th checkpoint on format and design for the final submission * 20th all code merged into master * 21st final review for format, errors, and omissions * 22nd due | All code to be completed and committed by Tuesday.  Hannah to set up a call for Tuesday 19th 5.30pm to agree design approach/CSS. |