Team Eagle – Tuesday 19th January 2021

Attendees: Sarah B, Fatima, Nathan, Sarah C, Hannah (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 | **Copied content to word doc** | | Tools | Nathan | **Completed to date - pending final notes and minutes** | | Industry data | Sarah B | **Uploaded an updated copy.**  **Pushing to repo tonight. Low res charts issue fixed.** | | IT Work | Sarah C | **Completed second interview with Jess, working on videos** | | IT Technologies | Hannah  Sarah B  Fatima | **All completed and final one pushed tonight**  **References being worked on** | | Project idea | Sarah C | **completed** | | Style/continuity | Hannah | **Finalising today and pushing tonight** | | PDF | Nathan | **Nathan will make PDF using CC** | | All copy complete, pushing to branches tonight  3 members to update reflections  Sarah C to add video content or transcript  Sarah B to help Nathan with his job paragraph  Hannah to finalised references.  Fatima to use CSS5 to style A2, suggests: Git Graph extension and Figure Caption HTML. |
| Identify owners for outstanding items | |  |  |  | | --- | --- | --- | | **Section** | **Owner** | **Status** | | Feedback | Everyone | **Not required at this stage** | | Group Reflection | Nathan, Sarah B and Fatima | **Will edit their paragraph tonight** | | Presentation | Fatima, with support from team | **Confirmed CSS library okay. Faitma to use CSS5** | | Ownership of coding group reflection not discussed. |
| Outstanding and action items from last meeting | GitHub and committing our code   * Today is final day to upload content * Nathan will merge all   Agreed timeline for last week before submission:   * 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.  Next and final meeting chaired by Sarah B |