TEAM EAGLE

Assignments 3 & 5

Team Eagle – Tuesday 26th January 2021

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

Apologies: Nil

Meeting link  
https://web.microsoftstream.com/video/79ebd4ed-34bb-4c4c-9547-4087307d819d

Chair: Hannah Smith

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| **Item** | **Summary** | **Actions** |
| Division of tasks  Tasks divided and allocated to team members | **Clarify each section**   |  |  |  | | --- | --- | --- | | **Section** | **Owner** | **Secondary Owner** | | Deliverables | Hannah | Fatima | | Team profile | Hannah |  | | Tools | Hannah |  | | Project Description | Sarah C | All Hannah | | Skills & Jobs | Sarah C |  | | Feedback | All members |  | | Group Reflection | All members |  | | Repo/HTML | Fatima |  | | CSS | Fatima |  | | Video Scripting | Sarah B |  | | Storyboard | Sarah B |  | | Video Creation | Nathan |  | | Continuity/ References | Sarah B |  | | Submission PDFs | Nathan |  | | 35  All to look at their chosen  sections and see if help is needed |
| A5 presentation and  date for draft,  Allocate script | e.g., News Report, pitch etc  Deadline for video ideas is next meeting 28th As draft script and storyboard due Feb 7th | 25  Sarah B is scripting.  Team to review  style of presentation video and discuss format at next meeting. |
| Other actions | Agreed on:   * meeting/chair schedule * Submit Spark Plus Feedback NOW * No video = non- attendance! * Change A3 formatting * “develop as much of a functioning prototype as you can” How far will we go? * Start with forking the repo | 8  Schedule chair and meetings agreed.  Team to discuss further, depth of prototype.  Fatima will fork repo |
| Any other business | nil | 2 |
| Next meeting | Next chair – Fatima –28.01.21 -6:30pm |  |