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| --- | --- | --- |
| Item | Details | Time (minutes) |
| Confirmation of task division | |  |  |  | | --- | --- | --- | | **Section** | **Weight** | **Owner** | | Deliverables | (part of the 50% from project description) | Fatima & Hannah | | Team profile | 5% | Fatima | | Tools | 5% | Hannah | | Project Description | 50% | Sarah C & Hannah & Nathan | | Skills & Jobs | 15% | Hannah – with help from Sarah C | | Feedback | 7.5% | Group | | Group Reflection | 7.5% | Group | | HTML/ CSS | 10% | Fatima | | Video Scripting | 5% (A5) | Sarah B | | Video Creation | 15% (A5) | Nathan | | Continuity/ References |  | Sarah B | | Submission PDFs |  |  |   **Note:** This has slight changes from what was discussed in meeting 1. As Hannah had taken on too much work, I have put my name for the team profile section (just a suggestion). | 5 |
| Breakdown of Project Description | Sarah C will guide the team as to where other members can help her out. | 10 |
| Prototyping using Adobe XD. | Discuss and breakdown to smaller tasks (First wireframe, then mock-up, then prototype). What sort of website/application are we going for? What are the main components to be included on the website? What are potential users looking for in this kind of application? | 5-10 |
| Video Presentation | Discussion on the style, platform etc.  Any tips from Thomas’s session?  Draft deadline for script and storyboard: Thursday 4th January? (as it is due on the 7th of January) | 10-15 |
| Other things | Spark Plus Completed?  Everyone forked the A2 repo?  When are our first drafts due? – discuss deadline  Any other questions | 7 |
| Next meeting | Sunday, 31st Jan, Chair: Nathan, Time? | 1 |

Meeting 2 Agenda

Thursday 28th January 2021, 6:30pm

Chair: Fatima Babar