TEAM EAGLE

Assignments 3 & 5

Meeting 6 Minutes

Thursday 11 February 2021, 6:30pm

Attendees: Sarah B, Fatima, Hannah (Chair)

Apologies: Sarah C, Nathan S

Meeting link  https://web.microsoftstream.com/video/b5c31bd6-bec3-4a21-a4fa-0e2554e84c30

Chair: Hannah Smith

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| **Item** | **Details** | **Notes and actions** |
| Check-in | **How is everyone feeling?** | No actions – doing lots of work on assignment elements |
| A3 Tasks | **How is everyone feeling?**   * Everyone feeling like the end is in sight but a lot to do still. * Agreed to communicate early/regularly to ask for help as needed. |  |
| A5 Video | Quick check to see how everyone is doing with tasks.   * Nathan not attended, will update later tonight on the chat * Sarah C not attended, will be informed of new date for project idea ready for GitHub * Fatima ready to code, will need everything by Sunday  11/02/21. Is going to do the prototyping from the wireframe design * Sarah B will liaise with Nathan regarding video and do some scenes as needed * Hannah getting the wireframe designed, all artboards conceptualised. Will write a master list to make sure not conflicting with MVP | * Sarah B to clarify no master script needed for submission * Sarah B will take care of consistency in video and collaborate with Nathan on video production. Will ask for help if needed. * Agenda agreed on for drafts * Hannah will write a list of pages for the app and run past Sarah C * Sarah B will start a reference list and all members will add own references. |
| Other actions needed | Agenda for finalising | * All written elements to be finished by Sunday 14th so Fatima can do web * All code needs to be loaded into GitHub by Sunday 14th February. * Reflections will be done at the meeting on Sunday 14th, Fatima to chair. * Prototype to be done by Tuesday 16th * Video to be finished by Thursday 18th |
| Next meeting | Next chair – Fatima – 14.02.21– 5:30pm | * Reflections * Marketing? * XD link sharing? * Who will hand in and do PDF’s ? |