Project meetings log

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| **No.** | **When/Time** | **Where** | **Who** | **What** | **Result of the meeting** |
| 01 | 28/09/2019 | Breakdown room | Geneci Kasia Rory | Discussed possible theme and purpose for the website Defined group representative Created WhatsApp group | Theme defined – to build a website to sell cakes and treats |
| 02 | 29/092019 | Personal Computer | Rory | Setup GitHub account and project Shared link with team member via WhatApp | The project is set in GitHub and all team members can access it. |
| 03 | Many times | WhatApp Group | Geneci Kasia Rory | Defined number of pages Addressed website requirements Defined major structure (Agile Methodology) | Templates for defined pages are uploaded in Git Hub |
| 04 | 26/10/2019 | Skype | Geneci Kasia Rory | Discussed Logo and final page layout Discussed requirements for form  Discussed features to have in the website(Links to social medias etc) | Logo decision made – Rory to improve design  Rory to design form  Kasia to work on the about Us content  Geneci – to upload wire frame to GitHub  Kasia and Geneci to provide images from customers. We are using images from two different customers |
| 05 | 05/11/2019 | WhatApp and Personal Computer | Geneci Kasia Rory | Designed questioner for colour scheme decision Updated titles on html templates  About Us document Structured CSS template | Documents ready to be used. |
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