**Weekly Agenda**

Agenda – Week 1 (6th Feb)

* Decide on the project.
* Decide on the project lead.
* One member to take meeting notes.
* Will we use Trello/GitHub?
  + No need if we are not coding.
* Will we code or just use Figma?
* Tasks:
  + Research similar apps relevant to the chosen project.
  + Case study on a similar app.
  + Project plan.

Agenda – Week 2 (13th Feb)

* One member to take meeting notes.
* Discuss research and case study info found.
* Tasks:
  + Research a website/application like your chosen entertainment event sub-application.
  + Design a basic dashboard for the ‘complete’ entertainment event application.
  + Design a basic website/app for your chosen sub-application (pencil drawing is sufficient) and explain the basic logic of the app (how it works) and what features are included.
  + Complete Interim Report.

Agenda – Week 3 (20th Feb)

* Use the WhatsApp group to raise any concerns (no meeting this week – working on Interim Report).
* One member to take meeting notes.
* Final discussion on chosen event sub-application.
* Present mock/wireframe designs for the application.
* Discuss and decide on a name and theme (colours, fonts, etc.) for the application.
* Tasks:
  + Finalise mock/wireframe designs based on discussion.
  + Complete Interim Report Assignment - DUE **24th FEBRUARY 2023 (2pm)**.