Title: Meeting minutes week 5

Date and time: 12.15 -13.30, 01/03/2023

Participants: Joanna Oruba, Samuel Coyle, Ceridwen Grey, Joshua MacKay, apologies from Shamim Bavani for absence.

On this meeting we discussed the design and steps of creating our website prototype. We have based our ideas on earlier prepared scope of the interfaces.

Listing tasks and what we need in the prototype for the next meeting:

1. Creating web pages with login, registration page, creating database for users – Josh.
2. Creating home and admin home page, CSS file template – Sam.
3. Updating and planning forward with Gantt chart, minutes, Research project/Impact Research project web page – Joanna.
4. CSS file template, linking pages in Class diagram – Shamim.
5. Creating more scopes of interfaces, scope of all pages linked together (in a flowchart), risk assessment in a separate document (more descriptive version) – Ceri.

Tasks to be done and decisions made for further steps:

1. Any functionality: linking web pages with each other, buttons working properly.
2. Option for admin to deny/allow the user account registration.
3. Impact record web – research done for viewing/live updating the excel file (master spreadsheet) on the website.
4. Sign the NDA by each member.
5. Create file for Work Assignment.

Next meeting: Monday, 06/03/2023.