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| Date | Content of Meeting |
| 03/02/2022 | In this meeting initial ideas for a project were discussed, each member of the team completed a skills audit, and missions were distributed to each team member according to strengths identified in the skills audit.  Initial timeline created |
| 10/02/2022 | In this meeting the prospective project ideas were shortlisted into a select group of ideas of which one idea was chosen. Some target dates were set for a proposal and a code of conduct. Work commenced on the initial draft of the project proposal. |
| 18/02/2022 | In this meeting the project proposal was finalised, checked over and submitted to blackboard. Discussion of how the project should proceed and workload |
| 24/02/2022 | In this meeting there was a discussion about how many pages would be on the website, what technologies will be used for the website, the group decided that GitHub should be used to collate all the work in one place. |
| 03/03/2022 | In this meeting the topic of discussion was tailored more toward the management tasks that need to be accomplished, talking about the risk analysis, and breaking down the tasks needed to be done for each mission. |
| 10/3/2022 | Each team member discussed their individual progress on missions, discussed the progress on the group missions |
| 31/03/2022 | In this meeting the initial design of the website was reviewed by all team members to receive feedback to refine the design of the site. |
| 07/04/2022 | This meeting was shorter than the other meetings, in the meeting each member checked in to update the team on their individual progress. Discussed plans for the coming weeks and set deadlines for where individual tasks should be in two weeks. |
| 14/04/2022 | In this meeting there was further discussion about the design of the website, functionality for the admin and what a customer should be able to do on the website. Meeting times were set for the group to collaborate on the client-side and server-side interactions. |
| 20/4/22 | Round robin of progress- progress had slowed down and breaks in work due to uncontrollable circumstances. Re-reviewed timeline to accommodate for this |
| 29/4/22 | Progress review, discussion of applying for extension due to outside circumstances |
| 19/05/2022 | In this meeting the group came together and discussed the implementation of the website as a phone application. A decision was made to change from the hybrid app mission to the advanced website design as the choice of software meant that the transition to an app was not possible in the time frame. |
| 23/05/2022 | In this final meeting before submission the group checked to make sure that all work had been completed and a final check of the website was made to ensure that all functionalities had been implemented. |

OUT OF MEETING NOTE: Mission change for JT on 19th – App development to double mission on wireframes