**Group project**

* Josh has created a presentation to share with the group.
* Ice breaker – sharing what they have been up to.
* Josh has set a task on teams – all the team are to access and complete it. Luke did not have access to teams and has now got it so will complete it.
* Attendees: Josh, Luke, Matt, Musab, Kian, Elisha.
* Morgan has left the group. The PowerPoint will be emailed to the group.
* Matt has had issues with remote access to Trello. Musab and Alisha will complete this week. Matt has had to speak to Alex about it.
* Matt has suggested that medication needs to be included. Alisha suggested we need to replace a physical folder with a digital folder.
* Luke suggested using QR codes, scan, login and they can have access to it.
* Musab is having issues to access MySQL from home and Luke will show him how to use it from home. He will help him to set it up.
* Luke will demonstrate to the group how to use Github and post it on teams. He has used this before. Josh is also willing to demonstrate it too.
* How can we structure it? Maybe the group look at TWIG online and see how it is used.
* The group to have weekly action plan set up with actions: **Doing, Done, To be done.** Possibly upload to teams or Trello so everyone in the group are aware of each other’s tasks. You can decide the template etc as a group.
* If something doesn’t go well just explain it. The main aim is to see how well you are working as a group.
* Database – Kian to start it with a few examples and follow suit. Add an extra column – for is button pressed – false. If true then it needs to send a notification.
* Musab – at the moment the key priority is to make it work. The main functionality needed: reads MySQL database, showing the data, read and write function. Then you can focus on the aesthetics.
* Everyone to write their objective on Trello so the group can see what they are focussing on.
* Do we need an administrator dashboard on the website? Yes. As administrators will need access to everything.
* Do we need about us page? This can show the range of plans. The main thing is getting everything working.
* Software Development – We could ask for another person to join and support Musab as Morgan has left. Luke will send a message out to the rest of the group.
* Thursday meetings – online or in person? The group prefer online meetings. Josh will communicate with the group using his communicator.
* This Monday meeting needs to be structured by setting a couple of ‘to do’ tasks and sharing it with the group.
* You can then explain what you have done so far and your next steps.
* Matt – Circuit and button code.
* Musab – creating and thinking about the website, minimal and simple
* Kian – research about the elderly, databases
* Alisha – examine the assessment criteria and create a clear path for the group
* Luke – Create a document about pen testing tools.
* Everyone’s tasks will go onto teams so that everyone has access.
* The group to join the board. If you are unsure Josh can help too.
* Make sure you let the team know if there are any errors or uncertainty.
* We will work together.