# www Authoring Group 10 Minutes

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| Minutes Taken By: | Ben Freeman |
| Date: | 02/10/2019 |
| Time: | 15:30 – 17:00 |
| Meeting Location: | Queen Mother Building |
| Present: | Ben, Lubo, Archie, Eddie |
| Absent: | Ivan, Jack |

## Action Minutes

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| Topic | Discussion | Action | Action By |
| GitHub Repository | Creation of the GitHub Repository | The GitHub repository was made and all members of the group were invited to it. | Lubo |
| Index Page | N/A | Index page was created and pushed to master branch in GitHub. | Archie |
| Site Design | What will be the basic layout of the site? | Basic layout was typed in word document and posted in GitHub repository. | Lubo |
| Develop Branch | Created branch so that when a member of the group works on something they can push it to this branch for other members of the group to see before being pushed to master. | The develop branch was created in the GitHub repository. | Lubo |
| Keeping Track of Responsibilities | How we will keep track of who has done what/who is responsible for what. | Created 3 columns in the project tab; To do, In progress and Done. | Lubo |
| Documents Branch | Where we will put documents (e.g. design documents, minutes etc.) | Created documents branch in the GitHub repository. | Lubo |

## Next Meeting

The date and time of the next meeting will be discussed via the WhatsApp group chat.