

# Meeting Minutes

Team Name: A2 Group 131

Team Coordinator/Leader: Yushi Cui

## First Meeting

Meeting Date: 21/05/2024

Meeting Time: 2pm

Location: Room WS220

Attendees:

Yushi Cui

William Niven

Allen Liao

Ben Samountry

Things discussed:

1. Goal: Building a website on the impact of social media on youth
2. Content of the website discussed
3. Tasks distributed to team members
4. Research will be conducted by each member
5. Each team member will combine their research and present it next meeting
6. Deadline for drafts (next Tuesday, 28/05/2024)

## Second Meeting

Meeting Date: 28/05/2024

Meeting Time: 2pm

Location: Room WS220

Attendees:

Yushi Cui

William Niven

Allen Liao

Ben Samountry

Things discussed:

Review drafts and merge them into one document. This document's data is then added to the individual pages of the website. Then the team focused on correcting and adding information to the process support pages. Then testing was assigned to all members, checking the page for any missing, incorrect, unformatted data. All changes will be committed and the last checks will take place, then the website will be submitted.