**Action minutes**

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| **Date of meeting** | **11/11/2019** | | **Time** | **13:00** |
| **Location** | Queen Mother Building | | **Minute taker** | Andrew Harley |
| **Present** | | Andrew Harley  Laura Nas  Rael Watt | | |
| **Apologies** | |  | | |
|  | | | | |
| **Item** | **Discussion/action** | | **Team members** | **Timescale** |
| Roles | We decided who would do what in terms of coding and other parts of the project. We decided that Laura would produce the templates for the HTML and CSS, Rael would create the Javascript applications with help from Laura, and Andrew would produce auxiliary elements such as recording action minutes, producing wireframes, and doing various parts of the coding such as producing the mobile application for the website. | | Andrew Harley  Laura Nas  Rael Watt | 5 minutes |
| Project | We finalised which Javascript elements we would include. We decided on a timetable of events about eco-friendly living, a map of various recycling centres and second-hand shops, a carbon footprint calculator, and a Facebook feed for the Little Green Larder shop. We decided to send these ideas to Mike Crabb in order to get feedback on what to focus on. | | Andrew Harley  Laura Nas  Rael Watt | 20 minutes |
| Date of next meeting | 18/11/2019 | | | |