**Action minutes**

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| **Date of meeting** | **18/11/2019** | | **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** |
| Coding | Rael and Laura started work on the coding for the website, specifically the templates for the HTML pages and the main CSS document | | Laura Nas  Rael Watt | 1 hour |
| Producing Wireframes | Andrew produced the wireframes for each of the pages using Photoshop | | Andrew Harley | 20 minutes |
| Date of next meeting | 25/11/19 | | | |