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| What did you do that made a meaningful contribution to the teamwork in producing the final solution | Evidence of that work (artefact) | How did it fit in the team work/project work? |
| **Did research on the formatting of a business letter. Wrote up the draft of the peer review letter to the other team. Certain sections were then tweaked by other team members. Afterwards I refined and proofread before submitting.** | **Submitted and emailed the final letter to the tutor and development Team 85.** | **Business letter submitted reflected the current state of progress made by the development team, representing our teams thoughts on the progression of the project to evaluate whether they are working well together and the quality of their work in regards to our specifications.** |
| **Drew mockups of a design emblem/logo for the meditation centre website. When I decided on a lotus flower design, I hand drew and coloured a final version of the logo. I then scanned the image and used software to turn it into a png (transparent) image.** | **Transparent image is ‘Flowers.png’** | **In terms of the user interface aspect of the website, designing our own logo gives the website an original touch, having it’s own emblem/logo gives the meditation centre website its own personal visual image.** |
| **Designed the home page carousel images with the relative text over the image to represent the content involved in the meditation centres courses. This offered to the design aspect and provided visual images to brighten up the home page, combined with information.** | **View the image carousel on the home page:**  **One example, the rest can be found by scrolling through the carousel images here, or outside this document in individual image form <https://teamhawk-meditation-centre.herokuapp.com/>** | **Improved the visual aspect of the home page, while providing simple, straight forward information to possible users that visit the website, so they are able to quickly determine the basic idea of what the website is all about and what the meditation centre offers students.** |
| **Wrote up majority of the text currently on the website. This includes some text on the home page, all text on the ‘about’ page, and majority of text on the donation page except for ‘general/building’ fund text.** | **View the about page here: (all text)**  **<https://teamhawk-meditation-centre.herokuapp.com/about>**  **View the donation page here: (just donations section)**  **<https://teamhawk-meditation-centre.herokuapp.com/donations>** | **Provides users with information on the meditation centre business platform, what they do, how they work, what students can expect if they register for a course. Straight forward information that informs website visitors what it’s all about.** |
| **Grammar/punctuation checking/creating the website (titles/headings/text), refining and revising text written by other members on the home page/donation page.**  **Neatening up design and formatting design of home/donation/about pages (text box sizes, how they’re structured visually)** | **Changes in code in app/View/Pages/(home.ctp & donations.ctp & about.ctp), commited and then pushed to git.**  **Was a lot of little changes, such as simple changes in grammar/punctuation, change of titles, structure of text boxes, and correct sizing.** | **Provides the website with a cleaner look visually. Ensures when users visit the website they don’t pick up on discrepancies and inconsistencies in grammar/punctuation/formatting, giving an unprofessional look.** |