AGENDA FOR CONQUERORS' TEAM MEETING #4

Date: Monday 11 October 2021
Time: 7.00pm

Members:

- Cristopher Inostroza
- Michael Sy
- Nicole Attard

- Sharif Ayazi
- Steven Pigatto
- Theodore Haluska Iii

Agenda Details:

1. Run through minutes from previous meeting
   Time: Approximately 2 minutes

2. Issues arising?
   Time: Approximately 3 minutes

3. Tasks completed/drafts started:
   Time: Approximately 5 minutes

   - Catch up - all sections should be completed
     o Any issues with document? Spell + grammar check
     o Project ideas - need to add more info, more relevant to group project
   - Final deadline to submit?
     o Someone to create website and submit assessment documents
       ▪ Two formats - 1 PDF file, 1 website

4. Formatting of website
   Time: Approximately 5 minutes

   - Index file amended
   - Everyone to start adding information in during the week
     o Complete by?

5. Project Ideas
   Time: Approximately 15 minutes

   - Finish write up
   - Mock up of design?