Meeting 3
Meeting Minutes
Monday 11th March 2013

Meeting Called By:
Rachael Lowrie

Type of Meeting:
Formal

Note Taker:
Louise Richmond, Helene McKendry, Drew McClean

Time Keeper:
Rachael Lowrie

Attendees:
Louise Richmond, Helene McKendry, Drew McClean

Agenda Topics

Discussion: Starting Group Website.

This week, as a team we began to start our group website. Before we got stuck into looking at what we had to do and for this we began to research different websites to get ideas of what our website should look like as we were given the scenario of DVD rental. We looked into different sites such as Extra Vision etc. to see the layout and how they worked as they can rent DVD from the site which was the same as what our group had to do.

Action Taken:

Still we haven’t assigned roles yet within the group as we wanted to work together at the beginning while researching information for what we have to add into the website. We wrote down exactly what had to be done for this task in a simple bullet pointed list on pen and paper as we found this was the easiest way to work out what needed done.

Person Responsible: All team members

Deadline: Sunday 10th March 2013
Observers: Rachael Lowrie

Special Notes: N/A