Minutes about given tasks to complete on the 25/02/11at the Drill Hall Library

Present:

***Tony Sparkes***

***James Knights***

***Derek Sasli***

***Kingsley Stewart***

**Progress report**

So far as a group we have managed to pick Chapter 2 to work on for our project as well as discussing the website layout of when we start to work on it.

**Given tasks**

The aim of this meeting today was to give each member of the group different tasks to complete by a certain date. We came up with this idea as it would be quicker in terms of completing the work and then each member can review and read what each person has on completion.

The way we took this approach was that we decided James to work and build the website with ideas from him and of members of the group. This was agreed by each member and James was happy with this. For Tony, Derek and Kingsley, the three of us picked 3 or 4 sections within the chapter to work on. We decided to do this as it would be easier and quicker as our chapter was a fairly long one. Derek was given the first three sections of the chapter, Tony was given the next three sections of the chapter and Kingsley was given the last four sections.

As a questionnaire was needed in our website, we made questions from the information we wrote about our sections.

We decided on a deadline to which each task was to be completed by and we agreed to have all the tasks given to be completed by the 18/03/11.