Team Log

Stage	Events	Decisions/Changes Made
Investigations	Held meeting to discuss events to investigate. Everyone present.	HH: investigating a trip AB: investigating a formal dinner JB: investigating a party RG: investigating red letter days
Decision Time	Held meeting. Team members present finding of investigations. Checked Spreadsheet models: HH,JB,AB models all worked fine. **RG: Model is incomplete.**	Trip to London: '…too expensive' 'Complicated transport situation' Formal Dinner: '…a bit boring?' Party: '[A party] could work but would people want to pay so much to attend?' Red Letter Day: 'Gives a good selection of activities…which one do we choose?' 'Quite expensive but the cost will be shared… it is a good day out' **We Decided we would hold a red letter day event and we would be going white water rafting.**
The Look	Deciding on 'identity' to be used for documents. AB: Partially absent.	See 'The Look' document for the decisions we made in our meeting.
Documents 1	Allocating documents to group members	It was decided that the group members would produce the following documents. **HH: Consent form** **AB: Ticket** **JB: Poster + Business Card** **RG: Receipt**
Documents 2	Checking documents produced by team members matched the styles we had agreed in 'The Look' section.	We were satisfied with all the documents and decided they all matched 'The Look'

		Final List of Documents Was: **HH: Consent form** **AB: Ticket** **JB: Poster + Business Card** **RG: Receipt**
Website 1	Designing Storyboard for website and allocating tasks for group members to carry out. Split the website up into several tasks: Splash Page Animation Template Buttons Footer Animation Text	We allocated the following tasks: HH: Splash page animation + Footer animation AB: Text for pages 1+2 JB: Template + Buttons+ website assembly RG: Text for pages 3+4
Website 2	Group checking, testing and editing website. The website was consistent, flowed smoothly and was entertaining and attractive to the target market. **'I love the graphics and animations!'**	This is a list of tasks group members carried out: **HH: Splash page animation + Footer animation** **AB: Text for pages 1+2** **JB: Template + Buttons + website assembly+ text editing + additional graphics** **RG: Text for pages 3+4**
Promotional Items		

Last Updated: **JB, 10/04/11**