

Minutes of the meeting

Date: 19th October 2023

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 50 minutes

Summary: The group met and discussed several topics and decided on Vaping and Smoking, a Current Issue. Our justification for this topic is it is commonly discussed among government organisations, and the effects are straining the healthcare system. Group members decided what subtopics to allocate to each member.

Date: 24th October 2023

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 15 minutes

Summary: The group met briefly to confirm the topic and ensure everyone is on board and comfortable. And created a WhatsApp group chat.

Date: 2nd November 2023

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Summary: The group met via WhatsApp group to select a presentation date. The group decided on December 5th, and a member informed the lecturer.

Date: 9th November

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 45 minutes

Summary: The meeting was to add headings and subheadings for the presentation. In addition, we have briefly discussed the research phase. Currently, everyone is still in the research phase. Furthermore, we discussed our strengths and weaknesses individually and how to overcome them for the presentation. Additionally, we have decided to delay the presentation until January.

Date: 19th November

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 15 minutes

Summary: Brief meeting to find out what stage everyone is at with their research. There was also a discussion of potential activities to do on the day of the presentation and if there will be alteration to it. All is okay. everyone is on board.

Date: 31st November

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 5 minutes

Summary: This was a short WhatsApp group chat with everyone to see how their progress is with the assignment. Not much was reported from everyone.

Date: 8th December

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 10 minutes

Summary: Very brief group meeting to discuss possibility of topics over lapping based on what the research each group member has found. No PowerPoint input yet since everyone decided to do the full research and input it later. However, everyone has created their reference list and is complying information.

Date: 21st & 28th December

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 5 minutes

Summary: The meeting was held via WhatsApp since it was convenient. The meeting was just to give a reminder that deadlines are coming up and to get ahead of the work.

Date: 4th January

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 30 minutes

Summary: Group discussion was held over WhatsApp on the presentation since one of our group members would not be physically present. Plans that included her in the activity had to be terminated. The group discussed the best course of action. Everyone agreed All is okay.

Date: 10th - 12th January

Members present: Jade Carter, Aarianna Grant, Olive'on Joslyn & Tizana Latham

Duration: 45 minutes each day

Summary: During our meeting with the course tutor, group members had the opportunity to clarify any doubts. We remained connected throughout the day on a WhatsApp group chat to help each other in areas where we were having difficulty.