Meeting Minutes: Group 9

**Meeting Type:** *Weekly Seminar Meeting – Initial Meeting*

**Meeting Date:** *Tuesday 19th February 2013*

**Meeting Start Time:** *13.00*

**Meeting End Time:** *13.30*

**Attendance:**

*Simon Bell - sb542@sussex.ac.uk*

*Kirstie Hale - kah31@sussex.ac.uk*

*James Bellamy - jb432@sussex.ac.uk*

*Alex Flight – af255@sussex.ac.uk*

**Absence:**

*Matthew Chapman*

*Paige Gray - ppg21@sussex.ac.uk*

**Progress:**

* *Initial meeting of group members*
* *Exchanged and discussed contact details and methods of communication*
* *Brought together ideas about how to approach the project*
* *Arranged to begin work by looking at the project brief and collate individual ideas at a meeting on Friday 15th*

**Actions:**

* *All – Read through the project brief and collect ideas and important points for discussion and to bring up at the next meeting*
* *All - Highlight points of uncertainty for discussion*
* *All – Note any miscellaneous thoughts that may affect the meeting*
* *Ensure all group members are aware of the plans for the next meeting*

**Next Meeting:**

*Friday 15th February 2013 at 11.00 in Chichester labs (1 or 2)*