**Meeting Minutes – The Beginners**

Location: Teams Web Meeting

Date: 9 AUG 21

Time: 3:30PM – PM AEST

**Attendance**

1.Valentin Parail

2.Marc Winbank (absent)

3.Andrew McKenna

4.Oliver Sloane

5.Chris Anderson

**Agenda items**

1.Programming update

**Action items**

1.Andrew – Delegate outstanding report items

2.Oliver – Transpose useable sections from A2 into A3

3.Chris – Time frame section

4.Marc, Oliver, Valentin – Complete individual roles paragraph

**Other notes**

1.Personal details like name and address omitted from quiz due to privacy concerns, future versions may improve security to incorporate more personal details to provide more accurate results

2.Possibility of collecting data for our own statistics and potentially add a section where we ask for input form the user about crimes that have occurred or been committed against them

3.Next meeting scheduled for 11 AUG 21 at 730PM AEST