**Minutes of Meeting – Brew Crew**

21/02/2018

Present members – Vlad, James and Ben

Absent members – Bradley and Andrew

Minute Taker - Vlad

1. Absolutely nothing
2. Continue with the program
3. Discuss method of sharing information and roles
   1. In the event Mr Reid is not present, Mr Simpson will take up his duties
   2. In the event Mr Simpson is not present, Mr Reid will take up their duties
   3. In the event Mr Andrew is not present, Mr Dykes will take up his duties
   4. In the event Ben is not present, panic and then take up his duties
4. Discuss possible system to share information and data – cloud server
5. Discuss time frame for project
6. No other resources currently required