**Meeting Minutes**

**Details**

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| Location | Remote Via Discord |
| Date | 24/04/2020 |
| Time | 10:00 |
| Attendees | Chris E, Chris S, Matthew W |

**Agenda Items**

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| Item Number | Item |
| 1 | Review actions (all prev meeting minutes are on action log) |
| 2 | Review Gnatt chart |
| 3 | Discuss ongoing external commitment (that might impact this project) |
| 4 | Review what needs to be don to close down assignment |
| 5 | AOB |
| 6 | Round the table |
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**Minutes/Discussions**

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| Item number | Summary of minutes/actions going forward | Owner |
| 1 | Actions reviewed from log (log up to date with all action) | All |
| 2 | Reviewed. Discussion around assignment more or less being on target. We fell behind a little but due to COVID circumstances and other barriers with meeting etc. We have more or less thinned out the work as opposed to risk missing timeline | All |
| 3 | No more than already discussed in previous meetings | N/A |
| 4 | Actions set (on the actions log) to find out what is needed to cover to present the assignment, action to this affect on the actions log (A25,A26,A27). Agreed that next week meeting be mainly on gwtting together final documentation and getting everything together | All |
| 5 | NONE | N/A |
| 6 | All covered off outstanding tasks | All |
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**Items for next meeting**

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| Review all actions (close all if possible) |
| Discuss how to wrap up and present assignment |
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Other notes (if applicable)

Next meeting 10:00 am 1st May