**The A-Team**

Movie Database

**Minutes** for the Professional Development *Movie Database* meeting held on 27th April at 11am.

**In attendance**: Faizaan, Daniel, Syed, Amin, Liam, Yonis

**Apologies**: Anwar

**Goal**: continue planning for the coming week in terms of presentation and final website

## Meeting Review for Work done between current and last meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **All members have been continuing their work.** | **All members in attendance** |  |

## Meeting Review for Work done in this meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Group has officially been split in two to make workload more efficient** | **Faizaan** |  |
| **Group to continue presentation** | **Faizaan, Daniel, Yonis** |  |
| **Group to finalise website** | **Amin, Liam, Syed** |  |

## Decision Made

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Group has decided the website has almost been finished and has opened up to the idea of allowing other group members to join the presentation group** | **All members in attendance** |  |

## Tasks completed

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Presentation has been started** | **Faizaan, Daniel, Yonis** |  |

## AOB

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |

## Next meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| Continue developing presentation | **Faizaan, Anwar, Daniel** |  |
| Begin finalising website | **Amin, Liam, Syed** |  |