**Meeting time 12.04.2021 7:30PM**

* Finish off Team/Personal Profiles.
* Venn diagram
* Answer Burning Glass questions
* Ideal Jobs Summarised.
* In or outside of recorded meeting go through selected Project Idea.
* Allocate time and resources to Project Idea expansion and completion this week.
* Brief rundown of allocation of Website if needed.
* Tidy up completed content for final PDF report.
* Fully complete Ideal Jobs, Personal Profile, Tech Reports etc to free up time for Project Idea before mid-week meeting.