**ACTION MINUTES (Personal)**

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| --- | --- | --- | --- |
| DATE OF MEETING | **1st of March** | TIME | **12:13** |
| LOCATION | **Sighthill**, **Edinburgh** | MINUTE TAKER | **Ewan Donaldson** |
| PRESENT | **Ewan** **Donaldson** | | |
| APOLOGIES | **None** | | |

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| ITEM | DISCUSSION/ACTION | TEAM MEMBER | TIMESCALE |
| 1  Matters arising | **none** | **ED** | **None** |
| 2  Task Done | **We all continued with the Documentation of the process and development of the database in the final report.** | **ED** | **Today** |
| 3  Task Done | **Created cover page for the final report to make it look well presented.** | **ED** | **10:00 Today** |
| 4  Task Done | **Created table of contents for the final report which allows for quick navigation to each section.** | **ED** | **10:00 Today** |
| 5 | **Added Gantt Chart and q&a questions and answers to the report.** |  | **11:00** |
| 6 |  |  |  |
| 7  Date of next meeting | **22nd March** |  |  |