**ACTION MINUTES (Personal)**

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| --- | --- | --- | --- |
| DATE OF MEETING | **22nd of February** | TIME | **9:35** |
| LOCATION | **Sighthill**, **Edinburgh** | MINUTE TAKER | **Ewan Donaldson** |
| PRESENT | **Ewan** **Donaldson** | | |
| APOLOGIES | **None** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | DISCUSSION/ACTION | TEAM MEMBER | TIMESCALE |
| 1  Matters arising | **none** | **ED** | **none** |
| 2  Tasks Done | **Gone through checklist and assigned roles to each team member** | **ED** | **today** |
| 3  Tasks Done | **Overview of Investigation in the report was completed today which is an explanation of what is required.** | **ED** | **today** |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7  Date of next meeting | **1st March** |  |  |