**ACTION MINUTES (Personal)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF MEETING | **26th of April** | 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 | **Finished the Documentation/report by adding all required aspects to it and ensuring it is fully completed.** | **ED** | **today** |
| 3  Tasks Done | **Inserted everting into the report as stated.** | **ED** | **13:00** |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7  Date of next meeting | **1st March** |  |  |