**ACTION MINUTES (Personal)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF MEETING | **3rd of May** | TIME | **11:46** |
| 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 | **Today I just ensured that all hand-in documents were completed or near to such goal.** | **ED** | **today** |
| 3  Tasks Done | **I did the final summary of the report** | **ED** | **13:00** |
| 4 | **Ensured that the minutes were of a good quality.** | **ED** | **Today** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7  Date of next meeting | **N/A** |  |  |