**ACTION MINUTES (Group)**

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| --- | --- | --- | --- |
| DATE OF MEETING | **25th of January** | TIME | **12:16** |
| LOCATION | **Sighthill**, **Edinburgh** | MINUTE TAKER | **Taylor Laidlaw** |
| PRESENT | **Ewan** **Donaldson, Adam Lowrie, Taylor Laidlaw** | | |
| APOLOGIES | **None** | | |

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| ITEM | DISCUSSION/ACTION | TEAM MEMBER | TIMESCALE |
| 1  Matters arising | **none** | **ED** | **none** |
| 2  Tasks Done | **The Gantt Chart was began in which all the steps/stages were inserted into it.** | **ED,** | **Till next week** |
| 3  Tasks Done | **The ERD (entity relationship diagram) was began for the creation of the database which will at some point be done** | **ED,AL** | **Till next week** |
| 4  Tasks Done | **Created questions to ask the client with regards to the brief we were handed.** | **AL,TL,ED** | **12:00 today** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7  Date of next meeting | **8th February** |  |  |