**ACTION MINUTES (Personal)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | **Started Documentation** | **ED** | **none** |
| 3  Task Done | **Added Gantt chart** | **ED** | **None** |
| 4  Task Done | **Added Q&A** | **ED** | **None** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7  Date of next meeting | **8th March** |  |  |