**ACTION MINUTES (Personal)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF MEETING | **22nd of February** | TIME | **9:35** |
| 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  Discussion of the Major Assessment | **Gone through checklist and assigned roles** | **ED** | **today** |
| 3  Worked with Visio and Project 2013 | **Overview of Investigation** | **ED** | **today** |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7  Date of next meeting | **22nd February** |  |  |