**ACTION MINUTES (Group)**

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| --- | --- | --- | --- |
| DATE OF MEETING | **1st of March** | TIME | **11:16** |
| 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 | **We all continued with the Documentation of the process and development of the database in the final report.** | **ED, AL, TL** | **Today** |
| 3  Tasks Done | **Created cover page for the final report to make it look well presented.** | **ED, AL, TL** | **10:00 Today** |
| 4  Tasks Done | **Created table of contents for the final report which allows for quick navigation to each section.** | **ED, AL, TL** | **10:00 Today** |
| 5  Tasks Done | **Added Gantt Chart and q&a questions and answers to the report.** | **ED, AL, TL** | **11:00** |
| 6  Task Done | **Began Database creation to further the report.** | **AL** | **n/a** |
| 7  Date of next meeting | **22nd March** |  |  |