**ACTION MINUTES (Group)**

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| --- | --- | --- | --- |
| DATE OF MEETING | **22nd of March** | TIME | **11:16** |
| LOCATION | **Sighthill**, **Edinburgh** | MINUTE TAKER | **Taylor Laidlaw** |
| PRESENT | **Adam Lowrie, Taylor Laidlaw** | | |
| APOLOGIES | **Ewan Donaldson** | | |

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| ITEM | DISCUSSION/ACTION | TEAM MEMBER | TIMESCALE |
| 1  Matters arising | **none** |  | **None** |
| 2  Tasks Done | **Continued with documentation/checklist by adding particular aspects to it.** | **AL, TL** | **n/a** |
| 3  Tasks Done | **Continued Database Creation to further the progress of the report** | **AL, TL** | **n/a** |
| 4  Tasks Done | **Begin queries required in the report.** | **AL** | **Next meeting on April 26th** |
| 5  Tasks Done | **Created survey of which has been based on the database.** | **TL** | **13:00** |
| 6  Task Done |  |  |  |
| 7  Date of next meeting | **26th April** |  |  |