**ACTION MINUTES (Group)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF MEETING | **26th of April** | TIME | **11:16** |
| LOCATION | **Sighthill**, **Edinburgh** | MINUTE TAKER | **Ewan Donaldson** |
| PRESENT | **Ewan Donaldson, Adam Lowrie, Taylor Laidlaw** | | |
| APOLOGIES | None | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | DISCUSSION/ACTION | TEAM MEMBER | TIMESCALE |
| 1  Matters arising | **none** |  | **None** |
| 2  Tasks Done | **Finished the Documentation/report by adding all required aspects to it and ensuring it is fully completed.** | **ED, TL** | **Today** |
| 3  Tasks Done | **Finished the queries and trigger which were then put into the report referenced above.** | **AL** | **12:00** |
| 4  Tasks Done | **Inserted everting into the report as stated.** | **ED, TL** | **13:00** |
| 5  Tasks Done |  |  |  |
| 6  Task Done |  |  |  |
| 7  Date of next meeting | **N/A** |  |  |