**Session 4 Agenda**

Hey Team,

Here's the agenda for tonight's meeting

5 mins - Completed Tasks

10 mins - Interview an IT Professional

10 mins - Team Project

5 mins -Uniforming Work

It would be good to just take a small amount of time to confirm the tasks we have completed and what needs some fine tuning.

Mathew posted and IT professional we can interview so we will choose a time that suits the majority for the interview and talk about the questions we can ask and how we will record the answers.

Now that we have our marks back for assignment 1 we should determine whose project we will move forward with and make a start on that.

I would also like to spend a few minutes talking about how we might be able to uniform our work so it looks like a true group project not a project by 4 individuals.

Thanks,

Fletcher