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| ***Meeting number*** | 1 | ***Date*** | 14/FEB/2012 |
| ***Team Name*** | SegFault Software | ***Team ID*** | 7 |
| ***Author*** | Mark Robinson |  |  |
| ***Attendance*** | |  |  |  | | --- | --- | --- | | ***Name*** | ***Attendance*** | ***Reason for not attending*** | | Thomas Hughes | 🗶 | Other | | Mathew Ryder | 🗶 | Medical | | Mark Robinson | ✓ | N/A | | Peter Ellsum | ✓ | N/A | | | |
| ***Purpose of meeting*** | To introduce Peter to the group and ascertain project progress | | |
| ***Notes*** | Introduced Mark to Peter  Delegated work to Peter  Unable to ascertain project status due to not all group members being present | | |
| ***Decisions*** | Peter will be responsible for the Risk Assessment | | |
| ***Duration*** | 00:10:00 (HH:MM:SS) | | |