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| Project ICARUS | |  | | --- | | January 24, 2016 | | 10:30am | | W.1.72 | |

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| Meeting called by: | Group | Type of meeting: | Team Meeting |
| Facilitator: | Group | Note taker: | Luke Cattle |
| Timekeeper: | N/A |  |  |

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| Attendees: | Ben Peall, Jonathan Balakumar, Chris Gunn, Josh Crawford, Callum Newman, Luke Cattle |
| Please read: | Last week minutes/actions |
| Please bring: |  |

## Minutes

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| Agenda item: | eportfolio | Presenter: | Jonathan |

#### Discussion:

Discussed the out of date items in the eportfolio. Then suggested the relevant people to update those documents.

#### Conclusions:

Documents to be updated:

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| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * Automation Doc | Luke | 26/01/2017 |
| * Capabilities base for DaNI | Callum | 26/01/2017 |
| * Capabilities base for Tritrack | Ben | 26/01/2017 |
| * Gantt Chart | Josh | 26/01/2017 |
| * Risk assessment for coms | Luke | 26/01/2017 |
| * Innovation Document | Jonathan | 26/01/2017 |
| * System Architecture | Jonathan | 26/01/2017 |
| * Solution Document | Josh | 26/01/2017 |
| * Video Demonstration folder | All | 26/01/2017 |
| * Capabilities progress | Callum | 26/01/2017 |
|  |  |  |

## Other Information

#### Observers:

N/A

#### Resources:

N/A

#### Special notes:

N/A