Meeting Minutes

## Meeting date | time 23/03/2018 | 3:30pm | Meeting location Cornwallis

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Review | | Supervisor | Radu Grigore | | Note taker | Met Dekaj | | Timekeeper | Met Dekaj | | Met Dekaj  Paul Crawford  Basiru Andrew  James Hannigan  Tahmoor Ulqin |

# Agenda topics

## Time allocated | 1hour | Agenda topic Review feedback from Radu

Discussion: By this meeting section 1 of the report has been fully completed. It was received well by the supervisor –who also suggested to add future improvements at the end of the report (in order to talk about things, we would like to implement if we had time).

Conclusion: We were encouraged to continue on this strong trajectory and aim to complete the report by the 28th of April 2018.

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| Action items from last meeting | Person responsible | Deadline |
| Write up Section 1 for the report fully | All | 23/03/2018 |

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| Action items for next meeting | Person responsible | Deadline |
| Complete the report | All | 28/03/2018 |

Observers /

Resource persons /

Special notes /