Meeting 1

**Started:** 5.15pm

**Agenda:**

* Skills audit
* Allocating missions.

**Attendees:**

* Jay - Present
* Mark - Present
* Kenneth - Present
* Pablo - Absent

**Skills audit:**

* Everyone except for Pablo has completed their skills audit.

**Allocation of missions:**

* Jay: Project management and Additional data
* Mark: Baseline Implementation and Project ideation
* Kenneth: Solution Testing and Solution Review
* Pablo: Still to be decided due to not being in the meeting.

**Progress report:**

* For the first meeting everyone who attended was very keen and eager to begin the tasks. We all know our tasks and are ready to begin work on them.

**Additional Discussions:**

Nothing else was discussed.

**Plan for next meeting:**

Due Tomorrow (Thursday)

Agenda:

* Schedule adjustment.
* Research Assignments.
* Chasing Pablo for skills audit

**Ended:** 5.45pm