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| 25/10/2018 |

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| Meeting Notes |

# Attending

Oscar Gilley

Joe Lowthian

James O’Connor

Imran Mohammed

Ethan Goodchild

Will Comber

Titas Alvikas

Joe Lawrence

Edward Philips

## Announcements

* Discuss all aspects of the contract.
* Discuss as a team various additional idea which could be added to the contract.
* All team member to sign off on the contract.

## Discussion

* Each team member had read the contract prior to attending the meeting, this allowed each member to have a general idea of the contract. As a group, we discussed various aspects of the contract which were beneficial and improved upon the unfavorable aspects.
* Once the contract was finalized, the team discussed with each other additional aspects which could be added to contract such as incorporating an anonymous ballot for the scoring.
* The final most important aspect of the meeting was to get the contract signed off by all team members. To ensure this was not rushed, the team decided on reading the contract a final time. This was done in their own time. The signatures were sent electronically to the team leader who added the signatures and submitted the document.

## Roundtable

Overall this meeting allowed for the contract to be finalized ready to be submitted. Each team member has had their best ideas incorporated into the contract to which the whole team agreed to.