**Meetning minutes- December**

Attendess

Niko

Tom

Joseph

John

**Agenda:**

Discuss project document

Went through the documentation currently available talked about each of the sections and  ensured all parties are aware of the sections.

John highlited any issues he sees and we fixed few wording issues we have had to ensure the clarification of the words was clear

Time Line next:

Using project document create powerpoint

Imporvement:  
  
Ensure we communicate with John better.