Cs22120

Meeting Date: 13/11/14

Meeting Location: CIS room

Recorded By: Kieran Stone

1. Welcome
2. Attendance  
    Kieran, Fred, Dan, Bill
3. Circulation List  
   All members   
   Project leader
4. Matters Arising **Kieran to Create of list of URLS for reflective journals ongoing  
   Kieran to complete the introduction, purpose and objectives for the design specification.**
5. New Business  
     
   1. Design Specification  
     
   Due to lack of attendance we are not able to action many people to particular tasks.  
     
   **Fredrik to compile our prerequisites before we can approach the design specification.  
     
   Kieran to post on fb page about another meeting on Tuesday 1 till 2 or 3. Room needs to be booked first**
6. AOB  
     
   [Kis12@aber.ac.uk](mailto:Kis12@aber.ac.uk)  
   11/11/14

# Meeting End

# Meeting Schedule End: 18:00

Meeting Actual End: 17:47

# Post Meeting Action Items

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| **Action** | **Assigned To** | **Deadline** |
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# Decisions Made

# Next Meeting

TBD

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