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| --- | --- | --- | --- |
| **Attendees** | | | |
| **Name** | **Tag** | **Student ID** | **Attended** |
| Christopher Costelloe | CCO | K00233369 |  |
| Kevin Dunne | KDU | K00232599 |  |
| Jekaterina Pavlenko | JPA | K00224431 |  |

**Agenda:**

1. Database sketch start by Kevin - any progress?
2. Website application start by Kate - any progress?
3. Elevator pitch
4. Final Project doc putting together
5. CA team assessment – maybe?

**Contents:**

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| **Item** | **Description** | **Assigned To** | **Due Date** |
| 1 | Database | KDU | 05/Nov/2019 |
| 2 | Website | JPA | 15/Nov/2019 |
| 3 | Elevator pitch | All | 11/Nov/2019 |
| 4 | Final Project | All | 01/Feb/2020 |
| 5 | CA team assessment - individual | All | 30/Nov/2019 |
| 6 | Project Meeting with Natasha Kiely & Aileen O’Mara | All |  |
| 7 | Date / Time Next Meeting @ | All |  |

**Any Other Business:**

* Decision as to roles within the group for meetings
  + CCO – Chairperson
  + JPA – Scribe (note taker and document of minutes)
  + KDU – attendee
* Project Meeting with Natasha Kiely & Aileen O’Mara - date/time