**Agenda**

**1st meeting of Group 19 Project**

**1000-1100, 07/02/23, R413a**

**Invitees: RI, JFM, RW, XZ, JB (mentor)**

**Purpose:** To meet with mentor and present project plan. Gain any new ideas for improvements or possible risks in the project from the mentor.

1. Attendance and apologies
2. Present project plan to mentor
3. Progress update
4. Review of plan
5. Review of logbooks
6. Mentor feedback – improvements, risks
7. Date of next meeting