

Meeting one: A3

25/04/2022

Agenda:

- Discuss Sparkplus feedback from A2
- Discuss A2 contribution form
- Begin discussing and planning of assignment 3
- Discuss ideas for project improvement

Actions:

- All members to complete Sparkplus feedback.
- All members to complete the contributions form (percentages discussed in meetings).
- All members are to read the brief for assignment three.
- Write any ideas in the appropriate section on MS teams.