**Action minutes**

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| **Date of meeting** | **07/06/2017** | **Time** | **09:30** |
| **Location** | **St Brycedale** | **Minute taker** | **Callum Wilson** |
| **Present** | | **All** | |
| **Apologies** | | **N/A** | |
|  | | | |
| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| 1. Progress Update | Get update and review progress made. | Callum |  |
| 1. Finalise Project | Agree on final changes | All |  |
| 1. Start on presentation. | Agreed on using Prezi, each member takes a section to make and present. | All |  |
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