**Heriot-Watt University**

**School of Engineering and Physical Sciences**

**B49CB Business Awareness, Safety and Sustainability**

**Group Project**

**Minutes of Meeting 2 of Group Meeting – 13/11/2020**

**Present: Ross Brown, Callum Jardine, Andrew Leahy, Cameron Maxwell, Chi Tse, Seun Ojuoko**

**Apologies:**

**Not Present:**

Minutes taken by: Callum Jardine

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| **No.** | **ITEM** | **ACTION** |
| **1.** | Continued working on poster and was able to complete it well ahead of the deadline |  |
| **2.** | Tasks were already delegated on the Friday meeting and therefore our task was to continue working on that. |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** | **Date of Next Meeting: 20/11/2020**  **Time:13:00**  **Place: Microsoft Teams**  **Chair: Cameron Maxwell**  **Minute Taker: Ross Brown** |  |