**Heriot-Watt University**

**School of Engineering and Physical Sciences**

**B49CB Business Awareness, Safety and Sustainability**

**Group Project**

**Minutes of Meeting 2 of Group Meeting – 23/11/2020**

**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.** | Ross firstly highlighted the main problems with the poster   1. Using a petrol car even though we are going for a green approach 2. The need to highlight why we have the energy requirements we have proposed. 3. Picked up on small errors throughout poster to ensure everything was clear and concise 4. General poster design changes. |  |
| **2.** | Collectively as a group went through the 1st draft of the report and all added comments to sections in which needed changed or altered. |  |
| **3.** | Set the goal of recording poster presentation at next meeting and fixing individual parts of the report |  |
| **4.** |  |  |
| **5.** | **Date of Next Meeting: 27/11/2020**  **Time:13:00**  **Place: Microsoft Teams**  **Chair: Cameron Maxwell**  **Minute Taker: Callum Jardine** |  |