* Everyone
  + Check emails for GitHub repository invitation Meg sent out and join
  + Everyone participates a small paragraph in Industry data (200 words) to the relevant section (last one)
  + Put our current written content into A2 V1 document on teams
* Scott
  + Share A1 feedback about project
  + Catch up with Patrick about project before next meeting
* Meg
  + Book in IT interview with David and update group about time and place
* Patrick
  + Start working on website build now Meg has provided a skeleton
  + Start on IT Technologies section in place of Jason (left group)
  + Catch up with Scott about project before next meeting
* Bronagh
  + Will upload her content to teams doc before she leaves for her week away