# U08784 Assignment 2 weekly meeting minutes

**Present**: LH, HJ,NI,LJ

**Apologies:**

**Next meeting:** 04/11/13

* Initial meeting after group allocations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Number** | **Action / Topics** | **When** | **Who** |
| 1 | First meeting to meet group members | 21/10/13 | Group |
| 2 | Each member to brainstorm risk factors for individual allocation next meeting | 28/10/13 | Group |
| 3 | Each member to brainstorm quality factors for individual allocation next meeting | 28/10/13 | Group |
| 4 |  |  |  |
| 5 |  |  |  |