**Meeting Minutes [Week Nine]**

**Date:** Wednesday 7th November 2016 **Time:** 11:00am – 12:45pm **Location:** Waterfront Building **Purpose:** To discuss Rob’s feedback.

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| **Attendees** | | |
| **Name** | **✓** | **Position** |
| Benjamin Reynolds | **✓** | Project Manager / Programmer |
| Thomas Simmons | **✓** | Project Manager / Designer |
| Sam Clack | **X** | Programmer |
| Ionut Ciobanu | **X** | Designer |

**Discussion**

1. Sam was absent and is yet to complete a single task. He has not communicated with the group in 6 weeks.
2. Ionut failed to complete his tasks this week but notified us of his absence prior to the meeting (He was involved in the student accommodation fire)
3. The week's tasks have been allocated and are accessible via our GitHub project page.  
   1. Benjamin Reynolds (P) (6)
      1. Managerial Tasks (6 Hours)
   2. Thomas Simmons (D) (3.5)
      1. Managerial Tasks (6 Hours)
   3. Ionut Ciobanu (D) (0) (Complete previous set task)