Date: 17/10/2016

Location: Library

Attendants:

Joseph Barber,  
Bethany Cowle,  
Courtney-Jade Pearson,  
Henry Smith

Missing:

*n/a*

Topic of meeting:

Preparing for our presentation

Agenda items:

* Discussed our notes for the presentation
* Put together the final slides for the presentation
* Discussed any further research/work that must be completed for the first presentation

Moving forward:

From this meeting we were able to finalize our presentation slides, ensure that we all knew which slides we were each presenting and made sure that we all knew what we were each going to say for each slide.

After going over our notes and finalizing the slides we concluded that we would meet again at 9.00am on Wednesday 19th Oct before our presentation, this will give us time to prepare and run through our presentation before the initial pitch