

TEAM MEETING MINUTES

Date: 8/5/24

Facilitator: Kyan

Agenda items

1. Beginning work on part 1
2. Deciding what work members are expected to do
3. N/A
4. N/A

| Action items | Owner(s) | Deadline | Status |
|------------------------------|----------|----------|--------------|
| Create powerpoint for Part 1 | Kyan | 15/5/24 | Action items |
| Description Writing | Kyan | 15/5/24 | Action items |
| Research/Writing support | Riches | 15/5/24 | Action items |
| Reasons for choosing topic | Nicholas | 15/5/24 | Action items |
| Relevance Research & Writing | Daria | 15/5/24 | Action items |