

**Title:** Meeting 7

**Date:** Monday 15th April 2024

**Time:** 21:00-22:00

**Location:** Online (Discord)

**Chair:** Maheen Matin

**Agenda:**

*x) Point - Owner*

- 1) Minutes of the last meeting - Maheen
- 2) Introduction to meeting structure (list of all agenda points) - Maheen
- 3) Determine what tasks need to be completed for the Handover Report, who needs to complete these tasks and when these tasks need to be completed by - Maheen
- 4) Any other business - Maheen
- 5) Date of next meeting - Maheen

**Minutes:**

*-Proposed by chair - to be formalised at next meeting*

**Members present:**

-Betul Cilenk, Adam Hussain, William Leslie, Maheen Matin, Martinson Yan

**Topics discussed:**

- 3) The topic of individual tasks in relation to the handover report was discussed

**Decisions made:**

- 3) Individual tasks were discussed and assigned - in addition, a deadline for each task was agreed upon

**Actions:**

- All team members will complete their individual tasks by their agreed deadlines (most deadlines are on Friday)
- Maheen will collate all the individual documents into a single file on Saturday
- Maheen will add the appropriate structuring (introduction, purpose, scope, etc.) to the aforementioned file on Saturday
- Maheen will submit the handover report on Sunday

**Miscellaneous:**

-