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|-------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------|--|
| Date and Time of Session | | 06/11/2019 15:00 – 15:30 | |
| Brief description of work done by each group member since last meeting | | | |
| General | - Completed & Submitted drafts of 'Code of Conduct' & 'Project Idea' | | |
| Andrew Alford | - Outlined the 'Terms of Reference' document | | |
| Alexandru Daniel Pascal | | | |
| Carl Pendleton | | | |
| Alex Trench | | | |
| Haoming Yuan | | | |
| Agreed tasks for next meeting for each group member | | | |
| General | | | |
| Andrew Alford | | | |
| Alexandru Daniel Pascal | | | |
| Carl Pendleton | | | |
| Alex Trench | | | |
| Haoming Yuan | | | |
| Tutor comments and advice | | | |
| | | | |
| Student signatures | | Andrew Alford: | |
| | | Alexandru Daniel Pascal: | |
| | | Carl Pendleton: | |
| | | Alex Trench: | |
| | | Haoming Yuan: | |
| Tutor signature | | Kamlesh Mistry: | |

