

## Group Poster Project 15

### MEETING MINUTES

Meeting/Project Name:	Group Poster Project 15		
Date of Meeting:	11/04/2023	Time:	3:15 PM
Minutes Prepared By:	Ana Marr	Location:	Online via Zoom

#### 1. Meeting Objective

- Discuss final steps
- Organise design

#### 2. Attendance at Meeting

Name
Ana Marr
Difla Karakkadan
Michelle Cheung
Roshini Sam
Meenakshi Deswal
Alina Pokhrel

#### 3. Agenda and Notes, Decisions, Issues

##### Topic

Check work progress  
Organise final tasks

#### 4. Action Items

##### Action

Turn third question in the narrative into a recommendation

Organise the tables and figures design  
Difla to write a quick intro to the education question  
Roshini to finish illustration and regulatory part  
Alina to write conclusion  
Someone to organise references - need someone for this part  
Ana to organise the design of the tables, add into the website, write recommendations, link content to the literature review

#### 5. Next Meeting

## Group Poster Project 15

Date:	April 18	Time:	3:15	Location:	Online
Objective:	Final meeting				