**COMPUTING HONOURS PROJECT (COMP10034)**

**MANAGEMENT MEETING MINUTES AND PLAN**

**Student:** William Taylor **Supervisor**: Paul Keir

**Meeting Number:** 7  **Date/Time:** 3pm02/02/2017

**MINUTES**

The following tasks and issues were discussed and specific actions agreed:

1. Presentation was good, well written and well presented
2. Discussed other points to put in the first report draft

**PLAN**

The following tasks and timelines have been agreed both for the next month and beyond:

* Get first draft done and submitted early
* Make sure I don’t rush the final presentation
* Be clear and energetic during presentation