# Minutes for CSC2058 Project: 25 Minutes Week commencing: 25/1/2021

# Date of this minute­­­­­: 25/1/2021

The following team members were present on Teams (if not Teams, indicate platform) when minutes were discussed:

|  |  |
| --- | --- |
| Name (printed/typed) | Signature (agreed bitmap or initials) |
| Daniel Mason | DM |
| Niamh McLarnon | NML |
| Craig Mulligan | CM |
| Michael Kennedy | MK |
| Omar Ahmed Hassan Abdelfattah Bashah | OB |
| Charlotte Bisp | CB |

Task Reporting (Briefly list the progress for each team member in the last week.\*)

Name (Daniel):

* Reviewed Feedback for Submission 1
* Video call meeting with Ian to review submission 1

Name (Niamh):

* Contacted Ian for video call feedback on Submission 1 feedback
* Reviewed feedback for Submission 1
* Video call meeting with Ian to review submission 1

Name (Craig):

Name (Michael):

Name (Omar):

Name (Charlotte):

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name (Daniel):

* Draft layout for Final PDF report

Name (Niamh):

* Planned timetable for completing submission 2 deliverables

Name (Craig):

Name (Michael):

Name (Omar):

Name (Charlotte):