# **Meeting minutes | Start 11:30am| Finish 3:00pm**

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| **Members present** | |
| Douglas | Yes |
| Calum | Yes |
| Ruka | Yes |
| Will | Yes |
| Simon | Yes |

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| **Time** | **Activity/Discussion** |
| 11:30am | Continued discussing, sharing and developing individual artefacts |

**Tasks**

* Develop project models and designs, as well as other artefacts
* Continue site development and completing user stories