**Attendance**

Jordan – present

Kayleigh – absent (sick)

Kaan - present

**Agenda Items**

1. Update information onto website when required
2. Collate information for the risks involved in our topic and write up risks section

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| 1 | Jordan Daubney | No deadline | In progress |
| 2 | Kaan Aksu | 13/05/2022 | In progress |