**Attendance**

Jordan – present

Kayleigh – absent (sick)

Kaan - present

**Agenda Items**

1. Finish risks write up
2. Start writing up/collating information for opportunities section
3. Inform teammates of git/GitHub and how we must use it to make our lives easier

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| 1 | Kaan Aksu | 11/05/2022 | Complete |
| 2 | Jordan Daubney | 17/05/2022 | In progress |
| 3 | Jordan Daubney | 11/05/2022 | Complete |