**Attendance**

Jordan – present

Kayleigh – present

Kaan - present

**Agenda Items**

1. Finish risks write up, as was not finished by deadline, but was very close to completion
2. Complete write up for opportunities
3. Complete write up for choices
4. Try sort out git/GitHub for code access and writing

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| 1 | Kaan Aksu | 17/05/2022 | Complete |
| 2 | Jordan Daubney | 17/05/2022 | Complete |
| 3 | Kayleigh Teresa Roffe | 24/05/2022 | In progress |
| 4 | All | None | In progress |