<p style="text-align: center;"><u>**Meeting Agenda:**</u> Group 5</p>

Date: 16th January 2025

Time: 10:00

Location/Platform: Whatsapp

Chair: Emily

Note taker: Emily

Agenda

Item	Person	Time
Look at Access database position and discuss if any further checks needed	Ross	5 minutes
Confirm any outstanding items from MySQL	All	5 minutes
Discuss updating plans for README	All	5 minutes
Allocation of tasks identified and confirmation of timescale for completion	All	5 minutes
Any other business		5 minutes