# **20th February 2023; 14:00 – 15:00 – Meeting**

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| **Document Intention:** | Meeting information. |
| **Document Authors:** | Alfred Manville |
| **Document Version Date-Stamp:** | 21/02/2023 |
| **Document Version:** | 1 |
| **Document Version History:** | |
| 1. Document Created. | |
| **Meeting Itinerary:** | |
| * Discuss group progress. * Discuss more communication issues. * Discuss that someone has taken ill. | |

**Meeting Results**

* Try and complete a majority of it by the 26th February 2023.
* The project manager needs to try and keep the group on task.