# **7th February 2023; 11:45 – 12:15 Meeting**

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| **Document Intention:** | Meeting information. |
| **Document Authors:** | Alfred Manville |
| **Document Version Date-Stamp:** | 19/02/2023 |
| **Document Version:** | 1 |
| **Document Version History:** | |
| 1. Document Created. | |
| **Meeting Itinerary:** | |
| * Work out actual group name. * Continue discussing role assignments. * Work out better ways to communicate that way work gets done. * Work out if the consultant meeting should be Wednesday or Thursday this week. * Discuss using GitHub to store out files over OneDrive. * Discuss and create document formats used for submission. | |

**Meeting Results**

* “Skyway Solutions” decided as the group name.
* A discord server will be created later this week.
* A GitHub repo will be created later this week.
* Alfred Manville creates the initial template for the documents.
* Consultant meeting will be held on Wednesday at 16:00.