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| Group 4 Meeting 12 Notes |

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| 11/03/2021 | 14:00 | MS Teams |

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| Chair | Killian McShane |
| Secretary | William Payne |
| Attendees | James Harris, Matthew Blatherwick, James Murphy |

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| Item 1: Portfolio submission |

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| Discussion | Killian has made a template for the portfolio, splitting it into sections labelled with who should fill in each one.  Design documentation to be updated and added.  Testing to be performed and recorded |

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| To-do | Person Responsible | Deadline |
| Update and upload the design documentation | All | 14/05/2021 |
| Perform and record testing | James Harris | 14/05/2021 |
| Submit final stage of project | All | 14/05/2021 |