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| Group 4 Meeting 6 Notes |

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| 04/03/2021 | 14:00 | MS Teams |

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

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| Item 1: Design Plan / Discussion |

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| Discussion | Discussed the design document in detail. Discussed individual roles for the creation of the design document. |
| Conclusions | Each member has an understanding of the areas they will focus their efforts in the creation of the design document which can now start. Meeting next Tuesday to see how everyone is doing. |

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| To-do: | | Deadline: |
| Discuss design so far. | | 09/03/2021 |
| Other business: | | | |
| Date of next meeting | Tuesday 9th March @ 11:00AM | | |