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| ***Meeting Minutes*** | |
| Meeting objectives: | Finalize presentation ideas and documentation |
| Meeting Date: | 13th May 2019 |
| Meeting Time: | 12-3 |
| Meeting location: | CIS 101 |
| Minutes issued by: | Arlana Keen |

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| Attendees: | Signatures: |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |

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| Next Steps: | Owner: | Due date: |
| Arlana Keen | Prepare for presentation | 15th May 2019 |
| Oliver Howe | Prepare for presentation | 15th May 2019 |
| Lewis Jackson | Prepare for presentation | 15th May 2019 |
| Brandon Henderson | Prepare for presentation | 15th May 2019 |
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| Discussion: |
| We all came back with final ideas of the approach we were taking on the presentation and all shared how we would like to do this. We used everyone's ideas and had some practice runs. We then looked at all documentation and made sure everything was filed and signed and ready for submission. |

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| Decisions made: |
| * Everything was ready to submit * Everyone to keep running through presentation * All to meet the day of presentation for one final run through. |