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| ***Meeting Minutes*** | |
| Meeting objectives: | Finalize whole project, plave everything together and prepare for presentation |
| Meeting Date: | 9th May 2019 |
| Meeting Time: | 10am-12pm |
| Meeting location: | CIS 003 |
| 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 | Plan for presentation | 13th May 2019 |
| Oliver Howe | Plan for presentation | 13th May 2019 |
| Lewis Jackson | Plan for presentation | 13th May 2019 |
| Brandon Henderson | Plan for presentation | 13th May 2019 |
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| Discussion: |
| We discussed and completed putting the final project together making sure all documentation was correct and that everything was ready to put the presentation in place for the following week. As we like to keep everything fair and accept everyone's idea we all came up with plans for the presentation and decided next week we would take ideas for everyone. |

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| Decisions made: |
| * Everyone agreed presentation was finalized * Everyone to come up with final plan for presentation * program uploaded to usb * Written documentation to be printed off and signed. |