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| ***Meeting Minutes*** | |
| Meeting objectives: | * Show second versions of first mission * To briefly discuss the program * To continue with final version of first mission ready for next week. |
| Meeting Date: | 28th February 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 | Edit all project management missions | 7th March 2019 |
| Oliver Howe | Final version of first mission | 7th March 2019 |
| Lewis Jackson | Final version of first mission | 7th March 2019 |
| Brandon Henderson | Final version of testing method | 7th March 2019 |
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| Discussion: |
| We discussed everyone’s second versions of the first mission and gave ourselves till the 12th March to have our final versions of this. We also agreed in our free time we can add to these to make each one more advanced. We then discussed briefly the program and how we were going to complete this. |

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| Decisions made: |
| * How we were going to plan for the program * Final deadline for first mission * Discussed second versions and how we can get these finished |