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| ***Meeting Minutes*** | |
| Meeting objectives: | Discuss progress with individual second missions and discuss improvements and deadlines |
| Meeting Date: | 4th April 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 | Finish individual mission | 11th April 2019 |
| Oliver Howe | Finish individual mission | 11th April 2019 |
| Lewis Jackson | Finish individual mission | 11th April 2019 |
| Brandon Henderson | Finish individual mission | 11th April 2019 |
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| Discussion: |
| As all second missions are underway we all looked at each others and started to put everything together, we then discussed improvements and how we can go above and beyond to make a great program. we then discussed the group missions and how we are going to do this and agreed these would be started in the next meeting. We all agreed we would look at group missions and come back with a plan. |

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| Decisions made: |
| * finish individual missions * place everything together * look at group missions * come back with a final plan of action |