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| ***Meeting Minutes*** | |
| Meeting objectives: | Finish group missions and discuss improvement |
| Meeting Date: | 25th 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 | Improve all individual missions and group | 2nd May 2019 |
| Oliver Howe | Improve all individual missions and group | 2nd May 2019 |
| Lewis Jackson | Improve all individual missions and group | 2nd May 2019 |
| Brandon Henderson | Improve all individual missions and group | 2nd May 2019 |
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| Discussion: |
| We discussed final improvements to group missions and completed these within the meeting, we were constantly discussing how to improve every step we completed. We then agreed by next week the program would be ready for Brandon to start his testing and discuss his findings. We agreed to go back to individual missions and finish anything we may have missed off. |

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| Decisions made: |
| * Brandon to complete testing * Arlana, Lewis, Oliver to improve individual missions * Come back with final plan of action for the last few weeks. |