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| ***Meeting Minutes*** | |
| Meeting objectives: | Finalize testing, show findings and complete project plan |
| Meeting Date: | 2nd 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 | Go beyond exception in individual missions and group. | 9th May 2019 |
| Oliver Howe | Go beyond exception in individual missions and group. | 9th May 2019 |
| Lewis Jackson | Go beyond exception in individual missions and group. | 9th May 2019 |
| Brandon Henderson | Go beyond exception in individual missions and group. | 9th May 2019 |
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| Discussion: |
| As we were coming up to the last few weeks we discussed that this was the final week to compete improvements and by next week we wanted it all together to prepare for presentation and to go beyond expectation. Brandon had finished his first version of testing and showed us his findings and methods for us all to understand the process. |

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| Decisions made: |
| * Finalize all aspects off missions * Get ready for presentation * Agree to final deadlines |