**A2, Group #4 MEETING**

**Venue:** Online via MS Teams

**Date: 13-4-21**

**Agenda**

**Meeting Opened: (time)**

**Attendance: Paul Eccarius, Rebecca Watson, Martin Lee, Nour Zeroual, Jarrad Hofman-Agar**

**Apologies:**

**Meeting Chair:**

**Minutes Secretary:**

1. **Minutes from previous Meeting -**

* **Actions arising as per Action Register**

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| **Meeting Date** | **Action** | **Who to action** | **Completed Y/N** | **Update at meeting** | **Further action** |
| 31/3/21 | Profile & IT Jobs Collation | Rebecca | Draft Complete | 13/4/21 | Put profile photos in report (to match website) |
| 31/3/21 | Github & Archiving | Paul | In hand, ongoing near completion | 13/4/21 | Framework is there, Paul to finalise content as it is completed |
| 31/3/21 | Interview Questions & Appointment | Nour | Update | 13/4/21 |  |
| 31/3/21 | Industry Information – Revist on 6/4/21 | Jarrad |  | 13/4/21 |  |
| 31/3/21 | IT Technologies Report:    Martin: Cybersecurity  Rebecca: Cloud Services  Nour: Machine Learning  Paul: Raspberry Pi etc. | Team |  | 13/4/21 |  |
| 31/3/21 | Project Ideas | Team | Ongoing - See discussion in minutes. | 13/4/21 |  |

1. **Project Ideas**
2. **Additional points for discussion?**

* Bibliography and collation for overall/finished document. Can Paul share his layout/template for the design of his A1 document?

**Next meeting date:**

**Meeting closed: (time)**

**Actions Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting Date | Action | Who to action | Completed Y/N | Update at meeting | Further action |
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