**A2, Group #4 MEETING**

**Venue:** Online via MS Teams

**Date: 18-4-21**

**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 | Github & Archiving | Team | Ongoing  All team members now need to start pushing on to Github for collaboration of Team project.  Nour & Jarrad to push their photos in to the images folder and in the html | 18/4/21 |  |
| 31/3/21 | Interview Questions & Appointment | Nour |  | 18/4/21 |  |
| 31/3/21 | IT Technologies Report:    Martin: Cybersecurity  Rebecca: Cloud Services  Nour: Machine Learning  Paul: Raspberry Pi etc. | Team | Martin: Done  Rebecca: Done  Nour: editing words  Paul: also editing | 18/4/21 | Upload to github in folder ready to add to web page |
| 31/3/21 | Project Ideas | Team | Ongoing - See discussion in minutes. | 18/4/21 |  |

1. **Project Ideas**

* Update on fleshing out this project further:
* Paul:
* Martin:
* Bec:
* Nour:

1. **Additional points for discussion?**

* Group Reflection at the end – 200 words each and then 400 words as a group.
* Start committing to Github.

**Next meeting date:**

**Meeting closed:**

**Actions Register**

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