 **A2, Group#4 MEETING**

**Venue:** Online via MS Teams

**Date: 18-4-21**

**Minutes**

**Meeting Opened: (8pm)**

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

**Apologies:**

**Meeting Chair: Jarrad Hofman-Agar**

**Minutes Secretary: Nour Zeroual**

1. **Minutes from previous Meeting -**

* **Actions arising as per Action Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting Date | Action | Who to action | Completed Y/N | Update at meeting | Further action |
| 11/4/21 | Team Name! | Everyone | Yes | 11/4/21 | Team\_Name\_404 is the winner. |
| 31/3/21 | Profile & IT Jobs Collation | Rebecca | Draft Complete | 18/4/21 | Put profile photos in report (to match website) We have a few still need a few others me included and Jarrad |
| 31/3/21 | Github & Archiving | Paul | In hand, ongoing near completion | 11/4/21 | Framework is there, Paul to finalise content as it is completed |
| 31/3/21 | It work | Nour | Need update- ask Nour how she is going with it interview shall be happening within the next week | 18/4/21 | Interview done |
| 31/3/21 | Industry information | Jarrad | Completed soon tonight or Monday morning | 11/4/21 | Reference correctly and write out a bibliography |
| 31/3/21 | IT Technologies Report:    Martin: Cybersecurity  Rebecca: Cloud Services  Nour: Machine Learning  Paul: Raspberry Pi etc. | Team | Martin: should be complete by tomorrow and uploaded to teams. Paul: to be completed. Bec: Report is done by currently a few too many words. Nour: need update All sorted and being sent to the right places | 18/4/21 | All IT Technologies are done |
| 31/3/21 | Project Ideas | Team | Ongoing - See discussion in minutes. | 18/4/21 | Final project dog walking/tinder/air bnb for dogs Everyone completed their part |

**Next meeting date: 8:00 (18/4/21)**

**Meeting closed: (time) 8:50**

**Actions Register**

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