

**Team 9**  
**Minutes of the meeting of Team 9**  
**Urban Sciences Building, 1 Science Square, NE4 5TG**  
**On Thursday 21st February 2019, at 16:30**

Present:

*Emil Delvaux*  
*Helen Evans*  
*Nicholas Ng*

*Vilius Kaulinskas*  
*Ethan Gwilliams*

*Robert Stepanov*  
*Callum Nicholson*

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**- MINUTES -**

- 1) Apologies for absence: 2  
*Emily Harrison - Medical*  
*William Kershaw - Other*
- 2) Minutes of the Last Meetings to carry out today:
  - (i) Reviewing Progress
  - (ii) Ensuring everyone is linked to the team GitHub

The Minutes of the last meeting held on the 14/02/2019 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

- 3) Meeting Report:

**(i) Reviewing Progress**

Documentation deadline was noted, and everyone continued to work on their respective parts. The website design was reviewed and minorly edited during the meeting and the programming team worked to improve their current design and functionality.

**(ii) Team on GitHub**

Everyone is now connected to the GitHub account excluding Emily Harrison who is excused for the foreseeable future.

- 4) Matters and Actions to be sorted and undertaken at next meeting/s:
  - (i) Reviewing Documentation Progress
  - (ii) Reviewing Website and App Progress

- 5) The arranged date and time for the next meeting is:

**Thursday 28<sup>th</sup> February 2019, 16:30**

N.B: If anything arises demanding immediate attention of the Team, a special meeting can be called.

MEETING CLOSED AT 17:30

Chairperson:

Dated:

*Helen Evans*

*24/02/19*