

**Team 9**  
**Minutes of the meeting of Team 9**  
**Urban Sciences Building, 1 Science Square, NE4 5TG**  
**On Thursday 31<sup>st</sup> January 2019, at 15:30**

Present:

*Emil Delvaux*  
*Helen Evans*  
*Ethan Gwilliams*  
*Nicholas Ng*

*Vilius Kaulinskas*  
*William Kershaw*  
*Callum Nicholson*

*Robert Stepanov*

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**- MINUTES -**

1) Apologies for absence: 1  
*Emily Harrison - Medical*

2) Meeting Report:

**(i) Checking & Reviewing Progress**

Due to Christmas break, the main purpose of this meeting was to establish the progress that different subsections had made. The rest of the meeting was then spent planning the next steps within each subsection to further their progress, this will be up for reviewal at the next meeting.

3) Matters and Actions to be sorted and undertaken at next meeting/s:  
(i) Reviewing Progress  
(ii) Ensuring everyone is linked to the team GitHub

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

**Thursday 7<sup>th</sup> February 2019, 15:30**

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

MEETING CLOSED AT 16:07

Chairperson:

*Helen Evans*

Dated:

*2/2/19*