

**Team 9**  
**Minutes of the meeting of Team 9**  
**Urban Sciences Building, 1 Science Square, NE4 5TG**  
**On Tuesday 27<sup>th</sup> November 2018, at 11:30**

Present:

*Emil Delvaux*  
*Helen Evans*  
*Ethan Gwilliams*  
*Emily Harrison*

*Vilius Kaulinskas*  
*William Kershaw*  
*Callum Nicholson*  
*Nicholas Ng*

*Robert Stepanov*

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**- M I N U T E S -**

- 1) Apologies for absence: **0**
- 2) Minutes of the Last Meetings to carry out today:

- (i) Finalising Dragon's Den Presentation

The Minutes of the last meeting held on the 20/11/2018 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

<https://github.com/ncl-compSci-Team9-2018/>

- 3) Meeting Report:

- (i) Finalising Dragon's Den Presentation**

To ensure the presentation flowed and that everyone's slide was complete, the PowerPoint presentation was completed during the meeting with everyone editing the slides concurrently. The script was also started so everyone knew what they were saying for the Dragon's Den presentation.

- 4) Matters and Actions to be sorted and undertaken at next meeting/s:  
*Future meetings don't include the Dragon's Den presentation – The only thing reviewed before presenting was the script.*

- (i) Reviewing Draft Specification before Submission

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

**Thursday 6<sup>th</sup> December 2018, 14:30**

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

MEETING CLOSED AT 12:30

Chairperson:

Dated:

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