**Action minutes**

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| **Date of meeting** | | **4/11/2019** | **Time** | **13:00** |
| **Location** | | Queen Mother Building | **Minute taker** | Andrew Harley |
| **Present** | Andrew Harley  Laura Nas  Rael Watt | | | |
| **Apologies** |  | | | |
|  | | | | |
| **Item** | | **Discussion/action** | **Team member** | **Timescale** |
| Roles | | We discussed what roles each member could fulfil, and decided to deliberate on it until next week’s meeting | Andrew Harley  Laura Nas  Rael Watt | 10 minutes |
| Project | | We discussed potential ideas for the project we would produce, specifically which javascript elements we would implement, and decided to wait until next week’s meeting to make a final decision. Andrew suggested a calendar app, Laura suggested a carbon footprint calculator, and Rael suggested a map application. | Andrew Harley  Laura Nas  Rael Watt | 20 minutes |
| Date of next meeting | | 11/11/2019 | | |