Meeting Brief 02.04:

* Due to the approaching deadline of an Assignment, the meeting was kept relatively short.
* General Progress and concerns were addressed. The general consensus was that work would be

slower that week due to the deadline, however the different departments went ahead and worked on their respective tasks.

* + No major concerns were proposed.
* A quick reminder to send off the survey was issued.
  + The survey itself has been moved from SurveyMonkey to google docs due to the limitations of a free SurveyMonkey account.
* The main consideration for this meeting was on meeting with Allison to go over the progress of our project and any concerns we may have. The urgency in this lied in the effort not to leave it too late. It was decided that it would be best for the meeting to be conducted alter, so that more of the end product could be focused on and discussed.
* Attendance: April Bates absent