**24th of Jan Minutes**

Arrivals

Tom Methven: On Time – 10:00

Andrew: On Time – 10:00

Kyle Dick: On Time - 10:00

Scott Valentine: Late – 10:19

Alexander Wickham: On Time - 10

Jake Paterson: On Time – 10

Cale Clark: On Time - 10

Key-Points of the Meeting

* Showing Consent Form – Incomplete and make sure to finish it.
* Data Collection will be needed to state due to the indirect personal development collected as their personal information is being.
* Make sure to state when the personalised information to being deleted.
* Make sure to have at least 3 people preferable more when survey gathering.
* Multiple roles – as Shown in Teams roles documents
* Make sure to verify the validity of external front end software so it is good for accessibility.
* Make sure to order the questions and try to make sure that it is not too difficult to answer the question and provide useful information.
* Avoid leading questions.

Actions for the Future:

* Finish Consent form – Lead by Jake Peterson
* Meeting with Theo lead by Scott Valentine
* Script for tomorrow – Andrew McBain
* Email Ian McCrone about the restrictions are in place and what is available – Alexander Wickham
* Survey Charger-points: Kyle Dick
* Interview Alistair – Cale Clark
* Investigate hosting options – Cale Clark
* Set-Up Admin for git-hub –Alexander Wickham
* Introduce Ian McCrone to Team - Tom Methven

Andrew will do minutes next week