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| **Date of meeting** | 16/03 | **Time** | 9:40 |
| **Location** | RE310 | **Minute taker** | Kieran Bannon |
| **Present** | Ben Crawford, Kieran Bannon, Euan Stewart | | |
| **Apologies** | Nicky Bunyan | | |

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| **Item** | **Discussion/Action** | **Team**  **member** | **Timescale** |
| 1. Apologies | Nicky Bunyan - ill health |  |  |
| 2. Select who will Chair the meeting | Ben Crawford |  |  |
| 3. Select minute taker | Kieran Bannon |  |  |
| 4. Review previous minutes | Design to be completed by next week instead of this week  Time of meeting changed due to meeting with client | KB  BC | 23/03  23/03 |
| 5. Choose who will meet with the client | Euan will meet the client | ES | 10 am |
| 6. Any questions for the client | Any specific colour scheme on the design of the data base?  Should there be a customer interface for the database?  Will orders table be provided? | KB  ES  BC | All by end  of client meeting |
| 7. AOCB |  |  |  |
| 8. Date and time of next meeting | 23/03 - 11:00 | KB |  |