**Meeting minutes**

**Meet Wednesday of every week**

#2 meeting: 30th September

Meeting minutes: 40 minutes, all members attended

Progress since the previous meeting: Each member has made good progress towards activity 2. We’ve looked over each other's drafts and given feedback on current progress, whether we are meeting the marking criteria.

Decisions made in the meeting: All members must complete part 2 by the end of the week to review by next week's lecture date.

USU Student App Student - Kacper Mitura

Union Management System - Mohammad Mehmood Parveen

USU Operation System - Josh Mistica

Society Leader App - Omar AL Nabhani

Actions to be done after meeting: Review feedback, complete task 2 by next meeting and begin to read through task 3

Issues to be solved: Review comments left by peers based on their feedback and make any changes.