

# Agenda

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1. Read and discuss Tim's update with everyone in regard to the application User Interface
2. Confirm that spark plus is complete
3. Ask for volunteer to proofread project plan (Overview) and aims
4. Discuss current status of video script, encourage team to proofread the individual segments and personalise them where applicable
5. Enquire with Hugo on progress made on jobs section.
6. Enquire with video team on time availability.
7. Enquire with Ahmet on progress within tools section.