

# BOOST MEETING MINUTES

## Meeting #7

Date	17/07/23
Time	3:30 pm - 4:30 pm (60 minutes)
Time Keeper	Thomas
Attendees	Jason, Wilson, Tony, Thomas
Apologies	
Please bring/read	Eg: Project spec
Other resources	Eg: style guides
Meeting purpose	Read and discuss the it3 specs
Next Meeting	20/07/23

### Agenda

Item	Agenda Item	Assignee	Notes
1.	Read and discuss the it3 specs	Thomas, Wilson, Tony, Jason	Make ourselves familiar with the it3 information
2.			
3.			
4.			
5.			

### Open Actions

Item	Action/Discussed	Deadline
1	Make a todo list of of what each person should do	17/07/23
2		
3		