**Minutes: Meeting 16th August 2021**

**Chair: Samantha Kurilic**

**Minute Taker: Alexander Ball**

In attendance: Alexander Ball, Madiha Sabahat, Samantha Kurilic, William Hansen

Discussed progress and remaining items left for Assignment 2.

Everyone either finished portions or progressing well.

Alex to assemble Contribution From and distribute for everyone to sign.

Everyone to individual reflections ASAP and to put in google doc for Madiha to finish

Alex to finish IT Project and do the write up for Tools

Sam to assemble and present everything nicely in report

Troy (William) to continue with website

We will have a quick catchup on MS Teams tomorrow (either video or just text) to finalise anything else before submission