

MINUTES

MEETING:		
DATE:13/12/23	TIME: 15:30	DURATION: 30mins
MINUTES TAKEN BY: Rob Walker		

ATTENDEES:, James Stevenson, Rob Walker, William Betteridge, Zhihao Ma
APOLOGIES: Luke Warbey, Jabez Cheung, Hari Mamman, Josh Bradley, Noah Carter

TITLE: Contracts		
DISCUSSION:		
We are contracting BookCook for Video and Audio. Confusion with buyer/seller, DocDuck is the buyer for Video and Audio so we need to write up a list of specifications and a contract for BookCook to sign Overleaf repositories created for the two contracts by Will		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Overleaf contract creation	Will	Now
Finalise contracts	All	Friday