

MINUTES

MEETING:		
DATE: 23/02/24	TIME: 16:00	DURATION: 1.25 hrs
MINUTES TAKEN BY: Josh Bradley		

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

TITLE: Gantt Chart Role Assignment		
DISCUSSION:		
Roles assigned via gantt chart, deadlines to be met if possible		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Check assigned roles on gantt chart	All	

TITLE: Weekly Reports and timesheets		
DISCUSSION:		
Weekly reports and timesheets need doing for W/C: 29/01/24, 12/02/24, 19/02/24. Payroll needs filling in likewise.		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Fill in reports and timesheets	All	27/02/24

TITLE: Missing minutes and agendas		
DISCUSSION:		
Minutes and agendas need backdating for meetings on 29/01/24 and 31/01/24		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Create agendas/minutes	Rob Walker	27/02/24