

MINUTES

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| MEETING: | | |
| DATE: | TIME: 15:45 | DURATION: 1 hr |
| MINUTES TAKEN BY: Rob Walker | | |

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

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| TITLE: Presentation |
| DISCUSSION: |
| Work needs to be started on the presentation. Prepare for questions, have slides potentially ready to answer questions. Not everyone needs to be up doing the presentation. |

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| TITLE: | | |
| DISCUSSION: Other work | | |
| Make sure everyone has their weekly reports finished, HTML Tour, personal report. | | |
| ACTION ITEMS: | RESPONSIBILITY: | DEADLINE: |
| Finish weekly reports | ALL | 25th |
| Finish personal report | ALL | 25th |