

MINUTES

MEETING:		
DATE: 30/01/24	TIME: 13:30	DURATION: 2 hrs
MINUTES TAKEN BY: Rob Walker		

ATTENDEES: Luke Warbey, James Stevenson, Josh Bradley, Rob Walker, Jabez Cheung, Hari Mamman, Noah Carter, William Betteridge, Zhihao Ma
APOLOGIES: None

TITLE: Presentation		
DISCUSSION:		
Presentation Set up in PowerPoint, shared OneDrive. Structure, template, colours and fonts set up. collaborative work on Powerpoint.		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Work on Presentation	ALL	Thurs