

AGENDA

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|-----------------------------------------------------------|-------------|-----------------|
| MEETING: Specification Rundown and Post-Preliminary Ideas | | |
| DATE: 12/10/23 | TIME: 16:00 | DURATION: 1 hrs |

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| PREPARATION FOR MEETING: Imported specification into drive and had a read through Prepared new agenda and minutes for today |
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| TIME: | MATTER TO DISCUSS: | RESPONSIBILITY: |
|--------|--------------------------|-----------------|
| 30min | Discuss spec as group | All |
| 20min | Research XML | = |
| 20min | Further idea suggestions | = |
| 5min | Book a room | = |
| 5 mins | AOB | Any |