**Name of company:** XxX

**Meeting location:** CSPC1 - 1 Hour

**Meeting date:** 21/01/20

**Attendance**: Adil, Rahul, Samuel, Tsotne

**Extra info:** Tstotne was 5 minutes late to meeting due to late bus.

**Agenda**

**Discussion points:**

|  |  |  |
| --- | --- | --- |
| **Tasks to be completed** | **Who** | **When** |
| Set up google doc page of meeting template | RPP |  |
| Set up Gitlab | TG |  |
| Create chart of meeting hours | AAJ SL |  |
| Create company name | RPP, TG, AAJ, SL |  |
|  |  |  |