

Minutes of IC Team Meeting Thursday 19th January 6:00PM AEDT

Present – Fawaz, Andrew, Chris, Sasha & Troy.

Apologies – Nil

Chris to Chair.

Progress Report – Very close to finished.

All to look through the website and check that its all good.

MS Teams invite – Already done – worth checking that it works for an external person – Andrew to check

Producing the submission PDF's – Export PDF from website.

Last Bits to be completed

- Fawaz Group reflection – Fawaz to action
- This meeting recording and minutes – Sasha to action
- Andrews profile pic – Andrew to Action.

Consistent referencing done.

Looking forwards – Chris to go over the next Assignment so we are on the ball going forwards.

The Contribution form PDF – What are the logistics of this??? Not really resolved. If we can get it working electronically great, if not then we can all scan a signature and one of us compile the document.

Andrew happy to do the submission of files tomorrow.

Next Meeting – Saturday 21st 10:00AM AEDT