**Meeting Minutes – The Beginners**

Location: Teams Web Meeting

Date: 20 AUG 21

Time: 10:30PM – 11:02PM AEST

**Attendance**

1.Valentin Parail

2.Marc Winbank

3.Andrew McKenna

4.Oliver Sloane

5.Chris Anderson

**Agenda items**

1.Task updates

**Action items**

1.All team members-Keep editing/revising A3 master copy

2.Marc–Continue storyboard

3.Oliver-Continue working on web page (include index)

4.Chris-Add minutes to tools section

5.All team members to write reflection

**Other notes**

1.Marc has written each members career section

2.Meeting scheduled for Sunday 22 AUG 11:00 AEST with another meeting to follow depending on first meeting