**Meeting Minutes from Session 01.**

The first “Introductory” meeting of RMIT-IIT-A2-Group#10 was held on 03/01/2021 via MS Teams. It began at 6pm EST and was called by Mathew Lawton who was the chairperson for this meeting, with Mathew Lawton as scribe for meeting minutes. Meeting was recorded by Elisha Rackley.

**Attendees - 4/4**

Elisha Rackley, Fletcher Petersen, Jarrod Petersen, Mathew Lawton.

No guests attended this meeting.

There were no team members who did not attend.

**Topics/Presentations**

Group introductions were presented by all members of the group.

Main takeaways,

* ¾ of our group members are on the East Coast of Aus. (NSW and Canberra)
* Presentation of everyone’s Assignment 1 and project ideas.
* Confirmed time and scheduled in by Elisha for our second group meeting.
* General discussion about RMIT and each other’s interest.
* All members are open to flexibility regarding time frames for meetings.
* Jarrod suggested using an existing template from one of the group members assignment 1 website and implement that into the group/team website.
* Next Chairperson is Elisha Rackley as per volunteer.
* Next group meeting to be held on 05/01/2021.

**Follow-up Tasks**

Task:

* Get Familiar with MS Teams.
* Jump into some discussions in the MS Teams group.
* Read through other members of the group Assignment 1 and project ideas.
* Stay calm.