**Meeting Purpose**

A meeting of Team Valour was held on 17/01/2021. It began at 6:00pm AEDT and was called by Keegan Whitfield, with Keegan Whitfield as scribe.

**Attendees**

Keegan Whitfield, Jarrod Petersen, Mathew Lawton, Elisha Rackley, Fletcher Petersen

There were no guests in in this meeting.

Glen Whillier was not in attendance.

**Topics/Presentations**

Session 5 was presented by Keegan Whitfield.

* Ideal Jobs – All but Glen have completed.
* Module Task 7.2.1 to be tabled until completion of A2.
* Team Profiles, Elisha added Myers Briggs during meeting, otherwise all but Glen have completed.
* Project Plan updated by Jarrod, members to proof-read.
* Discussed potential artifacts for A3 and what will be reported for A2.
* Technology Reports, almost complete, Matthew seeking assistance to complete final report.
* Interview report competed, members to proof-read.
* Burning Glass report to be completed by all. Group discussed what the question were asking.
* All members are now on GitHub, Fletcher will begin to upload documents to GitHub, he will also record this for tutorials of other members.
* Questions arose regarding submission requirements. Matthew to consult with course instructor.

**Follow-up Tasks**

Task: Consider ideas for Module 7.2.1

Complete outstanding section for A2