**Meeting Purpose**

A meeting of Team Valour was held on 19/01/2021. It began at 6pm AEDT and was called by Fletcher Petersen, with Fletcher Petersen as scribe.

**Attendees**

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

There were no guests at this meeting

Glen Whillier was not in attendance

**Topics/Presentations**

Session 06 was presented by Fletcher Petersen.

* The rubric of the assignment was discussed
* It was determined what tasks were completed and what still needed work
* Team profile was considered completed, except for Glen's info and two of Elisha’s test results
* Tools was considered incomplete as Elisha was to collate all info into final report
* Industry data was considered incomplete with data needed to be entered by Elisha, Glen and Keegan
* IT Work was considered complete with report finalised and on website
* IT Technology was considered incomplete with 2/4 reports finalised, with Jarrod and Elisha to complete their reports
* Project Idea was considered mostly complete with the team to mention artifacts intended to implement for A3
* Feedback created some confusion in the team, but it was determined it was for after the assessment date
* Group Reflection was determined incomplete, to be completed by everyone
* Presentation was considered mostly complete with some minor tweaks to be made such as removing jump links
* No additional formal meetings scheduled before submission of A2

**Follow-up Tasks**

Task: