

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	6 th Meeting		
DATE OF MEETING	13 th Nov 2022 Sunday	TIME OF MEETING	9 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Travis Powell
NOTE TAKER	Minnie	APPROVED BY	Niroshini
POSTED ON	MS TEAMS		

MEETING ATTENDEES

Minnie Gim	Travis Powell	Niroshini Tharshan
Yumna Rashid (apology)		

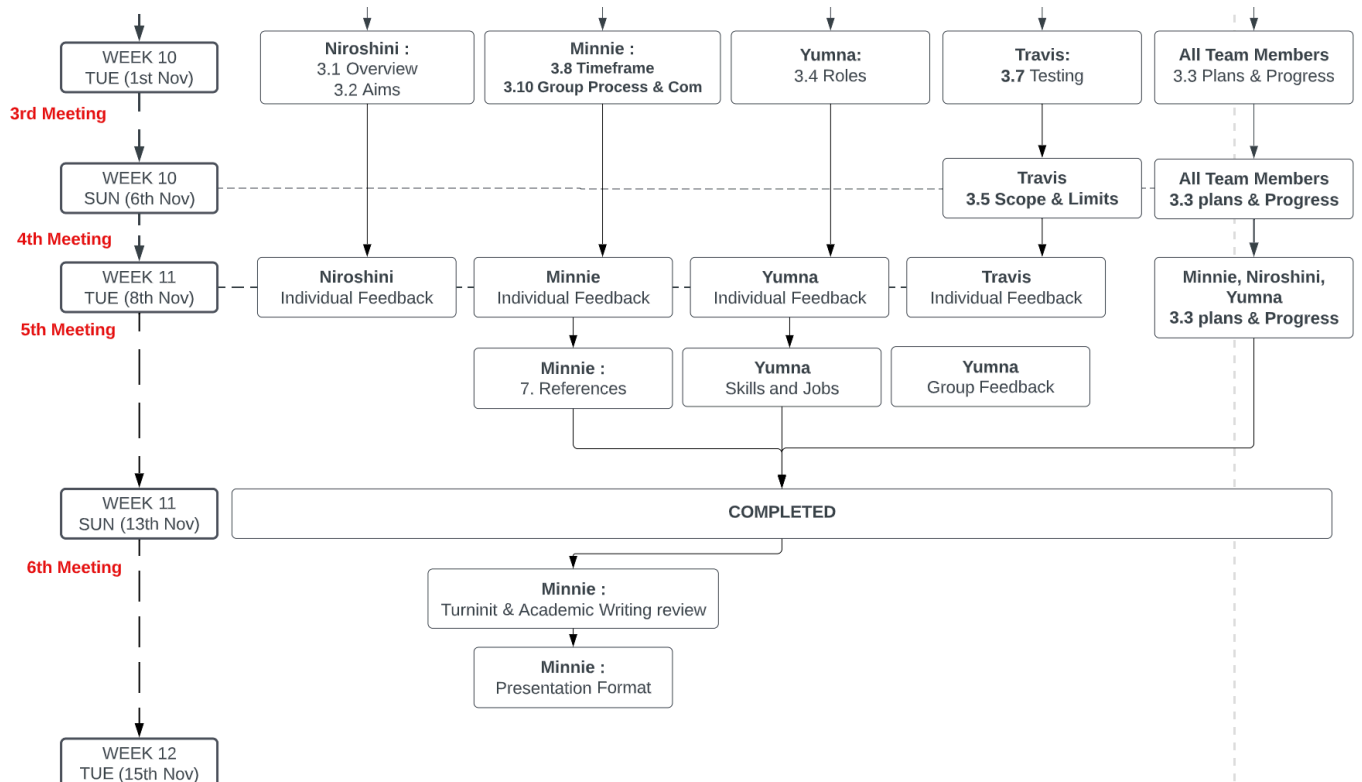
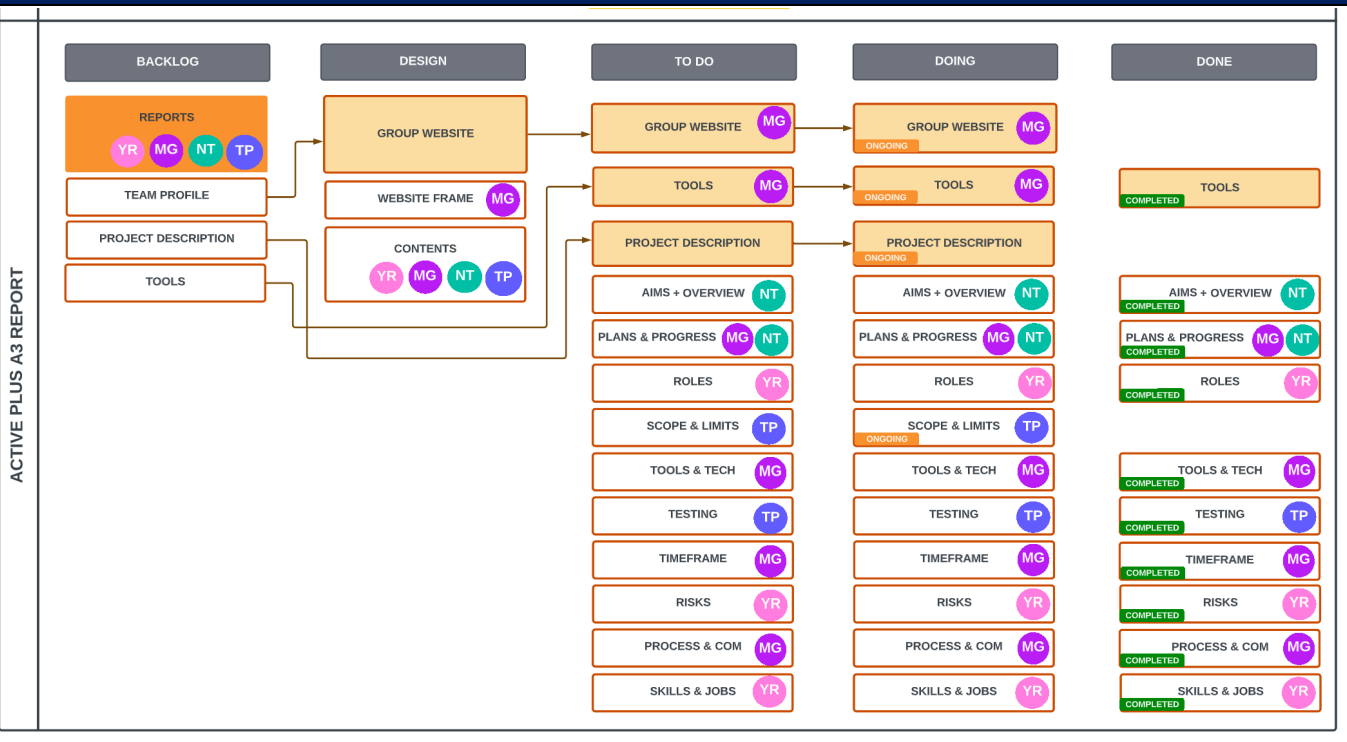
OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Group Website on Github <ul style="list-style-type: none"> All team members are updated their details Details around the html and css 	Minnie	Completed
Delegated Tasks <ul style="list-style-type: none"> ➤ Reports – Plans and Progress Scope and Limits Reflection Skills and Jobs 	Minnie & Niroshini Travis Yumna Yumna	Completed

NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
Contribution Form <ul style="list-style-type: none"> ➤ 25% each member – agreed ➤ Will be shared on the MS Teams for signatures 	Minnie	
Editing <ul style="list-style-type: none"> ➤ Turninit and Smarthink check up ➤ Grammar checks up 	Minnie Yumna Travis	Before the next meeting
Documents <ul style="list-style-type: none"> ➤ PDF of reports, meeting minutes and etc 	Minnie	Friday next week
Presentation <ul style="list-style-type: none"> ➤ PPT format design 	Minnie	
Submission – Saturday next week	Minnie	Saturday

NOTES



NEXT MEETING

DATE	15 th Nov 2022 Tue	TIME	5 PM AEST
OBJECTIVES			