Record of meeting

TEAM: Alan Fekete is Bae DATE: 03/05/19

PRESENT: Kevin, Sophia, Lisa, Brendon, Jacky, Vicii

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| Agenda item | Comments | What is the Decision and what action is to be done? | Who will do it? |
| 1. What is working well? | Everyone was committed and did not mess around during the meeting today | Congratulate everyone | Kevin |
| 2. What needs improvement? | Some people did not show up on time | They had to squat for 2 minutes straight as punishment | Brendon |
| 3. Plan the presentation | Presentation to be completed for next Monday’s tutorial | Prepare slides, plan who is going to talk what | Jacky |
| 4. Plan out the report writing | Divided the parts based the parts chosen for the individual reflection report | Plan out who is writing which subheading in the report | Lisa |
| 5. Write out the actual Speeches | Speeches are to be completed before Sunday so that we can practice the presentation. | Parts of the speech were delegated to different people | Sophia |
| 6. Practice the presentation | To be done on the Sunday | Meeting to be on Sunday | Vicii |

Name of recorder: Vicii

Name of observer: Jacky

Name of coordinator: Brendon