

Team Meeting for Magpies		Date: 30/9/2021 Time: 7:30pm AEST	
Attendees: <ul style="list-style-type: none">Alex HuttonRaul Da SilvaJoao Nunes DoegeJacqueline PenasSunil Rodrigues		Absent: <ul style="list-style-type: none">Amrita Rodrigues	
Agenda: Introduction Action Items New Actions Close Meeting		Duration: 5 mins 15 mins 15 mins 5 mins TOTAL: 40 mins	
Action Items:			
Item:	Responsible:	Due:	Status:
Book Meetings	Alex	4/10/2021	
Name the team	All	4/10/2021	
GitHub setup	Sunil	4/10/2021	
Project website setup and send link	Sunil		
Write paragraph for your personal information	All		
Folders to be created in Files	Sunil	4/10/2021	
Arrange an IT professional to Interview	Alex	4/10/2021	
New Actions:			
Item:	Responsible:	Due:	Status:
