Team Meeting for Ma	gpies	Date: 30/9/2021			
Attandana			Time: 7:30pm AEST		
Attendees:		Absent:	Absent:		
<ul> <li>Alex Hutton</li> <li>Raul Da Silva</li> <li>Joao Nunes Do</li> <li>Jacqueline Per</li> </ul>	nas	• Amrita Ro	Amrita Rodrigues		
Sunil Rodrigue	25				
Agenda:		Duration:	Duration:		
Introduction		5 mins	5 mins		
Action Items		15 mins			
New Actions		15 mins	15 mins		
Close Meeting		5 mins	5 mins		
		TOTAL: 40 mins	TOTAL: 40 mins		
Action Items:		_			
Item:	Responsible:	Due:	Status:		
Book Meetings	Alex	4/10/2021			
Name the team	All	4/10/2021	Complete.		
GitHub setup	Sunil	4/10/2021	Complete.		
Project website	Sunil				
setup and send link	A II				
Write paragraph for	All				
your personal information					
Folders to be	Sunil	4/10/2021	Complete		
created in Files	Juliii	4/10/2021	Complete		
Arrange an IT	Alex	4/10/2021	Found someone.		
professional to			Name is Janesh		
Interview			Raghwani, he used		
			to work for me and		
			is a solution		
			architect. Happy to		
New Actions:			do via Teams.		
Item:	Responsible:	Due:	Status:		
TCIII.	пеэропаріс.	Duc.	Julius.		