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| Team Meeting for Magpies | | Date: 4/10/2021  Time: 7:30pm AEST | |
| Attendees:   * Alex Hutton * Raul Da Silva * Joao Nunes Doege * Jacqueline Penas * Sunil Rodrigues | | Absent:   * 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 | Complete. |
| GitHub setup | Sunil | 4/10/2021 | Complete. |
| Project website setup and send link | Sunil |  |  |
| Write paragraph for your personal information | All |  |  |
| Folders to be created in Files | Sunil | 4/10/2021 | Complete |
| Arrange an IT professional to Interview | Alex | 4/10/2021 | Found someone. Name is Janesh Raghwani, he used to work for me and is a solution architect. Happy to do via Teams. |
| New Actions: | | | |
| Item: | Responsible: | Due: | Status: |
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