**Meeting Resume**

1. Introduction
2. Portfolio: stake, still in progress
3. Suggestions given by different members:

* Build our proper workspace which will have the following properties:
* Effective communication
* Effective storage
* Groups and departments
* Security and professionalism
* Marketing i.e we have to market or showcase our team
* Project we are to work on:
* Report card system
* House rent (Overview and requirement gathering)

***N.B: Every member has the responsibility to carry out findings on how the above projects or systems can be properly implemented.***