Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 31/07/2023 |
| Venue: | RMIT Building 14.10.31 |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3895923)  Antoni Giannakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447)  Alessio (Supervisor) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | What occurred last class |
| 1a | Formed team |
| 1b | Discussed everyone's strengths |
| 2 | Discussed leadership skills |
|  |  |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Create GitHub projects | Kevin | EOD |
| 2 | Keep meeting minutes | Tanya | Each meeting |
| 3 | Become familiar with spring boot | Anyone but particularly people who intend to work on backend | Next few weeks |
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