**CITS3200 Group 23**

**Minutes of Meeting 1 held on July 31, 2019**

Present: Ethan, Jong, Elena, Joshua, Tomas

Apologies:

Absent:

Meeting Started: 10:48am

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|  | ACTION |
| 1.1 Introductions    1.2 Setting up channels for communication  The team agreed to use discord as the main communication app for:   * Discussions * Reminders * File sharing * Remote meetings if required   1.3 Discussion of projects  A discussion of the projects and how the project preferences will be selected.    1.4 Date of Next Meeting  Tuesday 6 August, 11am, library meeting room. | ALL |

Meeting Closed: 11:25am