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# MEETING AGENDA PROJECT 2

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Location: Online - Whatsapp

Date: 19 February 2023

Time: 10:00

## TOPICS TO BE DISCUSSED:

### I. OPENING

- a. Introduction will be done by Sheldon Arendse.
- b. Brainstorm ideas for upcoming project.

### II. ATTENDANCE

- a. Attendance will be taken before the meeting starts.

### III. AGENDA APPROVAL

- a. Distribute current meeting agenda to attendees.
- b. Request for additions to be made.
- c. Attendees vote to approve final agenda.

### IV. OLD BUSINESS

- a. This is the first meeting no old business to discuss.

### V. NEW BUSINESS

- a. Choosing secretary and leader.
- b. Group discussion on what project to build

### VI. OTHER ITEMS

- a. Discuss research that needs to be done.
- b. Information we currently waiting on.

### VII. ADJOURNMENT

- a. Leader will Approve the minutes done by the secretary.
- b. Call meeting to an end.