**Meeting Purpose**

A meeting of Team Valour was held on 02/02/2021 via Microsoft Teams video meetings. It began at 6:00pm and was called by Jarrod Petersen, with Jarrod Petersen as scribe.

**Attendees**

Jarrod Petersen, Elisha Rackley, Keegan Whitfield

No guests in attendance

[List of team members who did not attend]

**Main Takeaways**

* Discussed options for ad & investor pitch videos.
* Presented draft video to team.
* Elisha presented draft version of storyboard.
* Discussed everyone’s A3 report sections progress. Keegan nearly finished, only needs to expand on one section.
* Discussed defining scope and limits section & timeframe.

**Follow-up Tasks**

Next meeting to be help on 07/02/2021 at 7:30pm and to be chaired by Mathew Lawson