**Meeting Minutes from Session 12.**

Session 12 “*Plans & Progress*”, meeting of RMIT-IIT-A3-Team Valour was held on 07/02/2021 via MS Teams. It began at 8:30pm and was scheduled and called by Mathew Lawton who was the chairperson for this meeting, with Mathew Lawton as scribe for meeting minutes. Meeting was recorded by Elisha Rackley.

**Attendees - 5/6.**

Elisha Rackley, Fletcher Petersen, Jarrod Petersen, Keegan Whitfield, Mathew Lawton.

No guests attended this meeting.

Glen Willier did not attend the meeting.

**Topics/Presentations**

Main takeaways,

* Confirmed as a group that Fletcher will fork the repository from A2 and use it for our A3 repo.
* Discussed ideas for website content.
* Discussed as a group the section of Plans and Progress.
* Discussed the goals from previous meeting.
* Discussed that Jarrod will create the Repository for the Switch website.
* Elisha worked on the story board during the meeting and the team put some input into the story board.
* Jarrod discussed some topics around the script, story board and submission.
* Jarrod discussed the A5 video presentation.
* Next Chairperson is Keegan Whitfield as per volunteer.
* Next group meeting to be held on Tuesday at 6:30 pm Melbourne time.

**Follow-up Tasks**

Task:

* Get familiar with MS Teams and work being done on there.
* Confirm one or two repos/websites by next meeting.
* Confirm who will create the repository for the Switch website.
* Completion and submission of the Script and Story board.
* Team to take a look at the plans and progress section within MS Teams.
* Stay calm.