**Meeting Purpose**

A meeting of Team Valour was held on 09/02/2021. It began at 6:30pm AEDT and was called by Keegan Whitfield, with Keegan Whitfield as scribe.

**Attendees**

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

There were no guests in in this meeting.

**Topics/Presentations**

Session 13 was presented by Keegan Whitfield.

* Assignment 2 mark of 81.25 out of 100 was discussed, for most, this was an improvement on Assignment 1 marks and thus, the group was content with this mark.
* A return to the discussion of the Assignment 3 website, whether one all-encompassing site, or individual sites with specific intent. The decision was made to resume to build two sites with the second being little more than a Home page.
* Discussed where members were up to with regards to Assignment 3 report. The essential take away from this point was that most members were nearing completion. Fletcher asked the team for ideas with reference to the Tools and Technologies section. Jarrod mentioned that there was certain suite software specialised to the project that he would provide to Fletcher.
* Discussed progress on Assignment 5, Elisha and Jarrod have completed the script and now require members to begin video recording this. Elisha detailed what video was required.
* During this meeting, Matthew mentioned that these meetings should not focus primarily on progression tracking, as team members should take ownership of their own progress and not focus on where other members are up to. He also asked that team members take the initiative and complete sections as required and not wait for the team meetings to seek group consensus before commencing another report section. As this would cause unnecessary delays.

**Follow-up Tasks**

Task:

1. Complete outstanding sections for Assignment 3 Report so they can be formatted.
2. Begin video records for Assignment 5.