**Meeting Purpose**

A meeting of Team Valour was held on 11/02/2021 via Microsoft Teams video meetings. It began at 7:30pm and was called by Jarrod Petersen, with Jarrod Petersen as scribe.

**Attendees**

Jarrod Petersen, Keegan Whitfield, Mathew Lawton & Fletcher Petersen

Elisha Rackley was absent with apology.

**Topics/Presentations**

Meeting 14 was presented by Jarrod Petersen.

* A3 artefact progress was discussed, with a goal to complete landing page.
* Everyone to collaborate on Matt’s section of the plans & progress.
* Jarrod to create repository for the Switch idea and open this for everyone.
* Everyone to complete their sections for the A3 report.
* Briefly discussed A4, confirming this is also due on the same date.
* Look into Amazon web services ‘Lex’ chatbot. Fletcher will put this on technologies.
* Next meeting to be held 7:30pm AEDT 13/02/2021 with ?? to chair.

**Follow-up Tasks**

Task: