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| Team Meeting | 23rd Jan1pm – 3pmMerchiston Study Room 4/Online |

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| Meeting called by: | George | Type of meeting: | Project Initiation |
| Facilitator: | TBD | Note taker: | TBD |
| Timekeeper: | TBD |  |  |

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| Attendees: | Acrie, Ailish, Aimee (remote), George, Ross |
| Please read: | N/A |
| Please bring: | N/A |

# Minutes

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| Agenda item: | Project Overview | Presenter: | George |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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| * Enter action items here | Enter person responsible here | Enter deadline here |
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| Agenda item: | Working Routines and Communications | Presenter: | George |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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| Agenda item: | Team Charter (Group Activity) | Presenter: | George |

#### Discussion:

We will be kind to each other. Turn up to meetings. Check in on progress. Be honest with eachother. Work as a team.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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| Agenda item: | P3.Express | Presenter: | George |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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| Agenda item: | Sub Teams and Roles | Presenter: | George |

#### Discussion:

Two teams, for now. Planning and implementation. Planning: **George**, Ailish. Implementation: **Ross**, Acrie.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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| Agenda item: | Next Steps | Presenter: | George |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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| Agenda item: | AOB | Presenter: | George |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
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# Other Information

Aimee to join remotely.