**Meeting 2 Minutes**

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| Date: 27th March 2022 Time: 6:30pm QLD / 7:30pm DST Location: MS Teams |

1. In attendance : Maritza, James, Muhammah and Grant
2. Apologies given: William
3. Missing: Stephen
   * + 1. Project selection
          - We have only reviewed the 4 that have been uploaded
          - Muhammad will not be supplying Project Idea
          - Grant to email Stephen for his profile and project idea
          - Grant will generate poll and post on teams by Monday COB
          - Poll will close on Tuesday (No time giving for Tuesday)
          - Whosever project is selected, that person will be moved onto the project with one other and taken off the IT Tech rescearch
       2. Level up integrity review

* Re-enforced positive communication of team members.
* Review of file locations, minutes and agenda, profiles and recordings
  + - 1. Profile Assessment 1 feedbacks
* Confirmed review of profiles still ongoing
* Muhammad’s profile sent to chat
  + - 1. Project discussion/IT Tech/feedback and selection
* Discussed the IT research to date that we have begun
  + - 1. Group position allocations and vote for team leader
* Grant to generate list of formal rolls within the team
* People to select there preferred roll within the team(first in, best dressed)
* Grant Setup poll to vote for team leader
  + - 1. Review timelines and progress
* Confirmed timelines as listed on kanban