TeamWork

Minutes

**Date**: 22/02/23

**Time**: 12.50am

**Facilitator**: Ivan Kvas

# In Attendance

Sandra Miller, Ruben Avis, Referdinand Jr Balanquit, Ivan Kvas.

Apologies

No apologies.

# Approval of Minutes

Minutes from last meeting approved across the board.

# Agenda items

1. Discussion over the past elevator pitch.
2. Settling questions about the project plan.
3. Discuss daily logs – we will all keep a daily log on the shared drive. Template required.
4. Discussion about how to use GitHub.
5. Exploring the documents regarding learning outcome 1.
6. Spreading the responsibilities between team members that have to be done due to the deadline for the learning outcome 1.
7. Creating at least 1 document with the description of a chosen biscuit and add it into the shared area.
8. Future meetings. The role of minute taking, creating future agenda and meeting request will be shared. Each team member will take a turn.
9. Update action items. Remove completed if necessary.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| * Minutes for next meeting. | Ivan | 26.02.23 | Completed |
|  |  |
| * Create document with the description of a chosen biscuit. | All team members. | 25.02.23 | Completed  25.02.23 |
| * Downlaoad a GitHub on your machine * Submit LO1 * Create folder for biscuit images | All team members.  Referdinand  Sandra | Unspecified  26.02.23  28.02.23 | Completed |

# New Business

* Submit Learning Outcome 1
* Research about GitHub

# Next Meeting

01.03.23 | 11.20am, Room 231