ACTIONS

Shawshank

Type: Meeting 5

Date: 24/04/2020

Time: 12.10pm-12.40pm

Location: Teams

Recorded: Yes

Attendees: Steven B, Noel M, Yan J, Sharl I, Karl Z

Not present: Suhayb W

|  |  |
| --- | --- |
| Member | Action |
| GROUP | * Went over how to navigate our GitHub website and edit individual sections * Assigned work to be done by Monday |
| Steven B | * Shared screen and showed all the users in the group how to navigate our GitHub repo and where to upload our work * Pledged to doing the Project Ideas section |
| Noel M | * Highlighted his contributions to the forming of the GitHub repo * Pledged to doing part of the IT technologies |
| Yan J | * Pledged to doing part of the IT technologies |
| Sharl I | * Helped arrange schedule going forward into next week |
| Suhayb W |  |
| Karl Z | * Pledged to doing part of the IT technologies * Meeting Notes (Agenda & Actions) |