

# TEAM MEETING MINUTES

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**Date:** 29/5/24

**Facilitator:** Kyan

## Agenda items

1. Combine everyone's section texts.
2. Record presentation.
3. N/A
4. N/A

Action items	Owner(s)	Deadline	Status
Creating Script	Kyan	29/5/24	Action items
Recording Presentation	Kyan	29/5/24	Action items
Combine section & Recording Presentation	Riches	29/5/24	Action items
Combine section & Recording Presentation	Nicholas	29/5/24	Action items
Combine section & Recording Presentation	Daria	29/5/24	Action items