

TEAM MEETING MINUTES

Date: 29/5/24

Facilitator: Riches

Agenda items

- 1. Combine everyone’s section texts.
- 2. Record presentation.

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