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| --- | --- |
| Team Meeting | 23 May 20223:30pm – 4:30pmOnline via MS Teams |

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| --- | --- | --- | --- |
| Meeting called by: | George Tongariro | Type of meeting: | Initial Meeting |
| Facilitator: | George Tongariro | Note taker: | - |
| Timekeeper: | N/A |  |  |

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| --- | --- |
| Attendees: | Aux, George Tongariro |
| Please read: | N/A |
| Please bring: | N/A |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Project | Presenter: | George Tongariro |

#### Discussion:

Android Phone App

Timeframe: 30th May to 30th October

Budget: $100,000

This app needs:

* Teaches HTML code
* Basic concepts, moves on to intermediate concepts later
* Logo
* Home page
* Learning concepts pages
* Place where people can try their code out – like W3Schools
* English only
* Android phone only – not for android tablets

We need to produce mock-ups

Show design of the app

Produce concepts

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Arrange time with George for Friday 12:30 - 2:00pm | Enter person responsible here | Thursday |
| * Send todays minutes before Friday | Enter person responsible here | Thursday |
| * Send Agenda for meeting on Friday | Enter person responsible here | Thursday |

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| --- | --- | --- | --- |
| Agenda item: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

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| --- | --- | --- | --- |
| Agenda item: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.