# **Meeting minutes | Start 12:30pm | Finish 3:00pm**

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| **Members present** | |
| Douglas | Yes |
| Calum | Yes |
| Ruka | Yes |
| Will | Yes |
| Simon | Yes |

|  |  |
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| **Time** | **Activity/Discussion** |
| 12:30 | Discussed team and individual artefacts and continued work on those |

**Tasks**

* Prepare to submit:
  + Sprint 1 artefacts
  + Sprint 1 retrospective
  + Individual portfolios