TEAM

MEETING NUMBER 15

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**Date: 15th September 2020**

**Duration: 5 hours**

# ATTENDEES

Harpreet Singh, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

## **Tasks Allocated (ACTION ITEMS)**

* Editing the documents in pairs
* Refining all documents to have it at the standard we expect

# NEXT MEETING’S AGENDA

* Compile the entire proposal into one PDF file
* Discuss any changes or thoughts that may have risen about each document

# MEETING MINUTES LOG

|  |  |
| --- | --- |
| Duration: | Topic: |
| 10:00 - 15:00 | Worked on our allocated tasks individually. |