TEAM

MEETING NUMBER 6

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**Date: 7th August 2020**

**Duration: 2pm - 5pm**

# ATTENDEES

Harpreet Singh, Jayden Kean, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

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

* Complete “in-progress” plans - collaborative

# NEXT MEETING’S AGENDA

* fine tune any documents, speak on any issues faced and immediately address

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 14:00 - 17:00 | Working as a team, task sharing and getting incomplete documents finished/as far done as possible |
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