dwTEAM

MEETING NUMBER 8

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**Date: 14th August 2020**

**Duration: 4pm - 6pm**

# ATTENDEES

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

# AGENDA

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

* Addressing Covid-19 issue before it becomes a risk
* Finalised forms of communication best suited for all team members
* Working as a team on uncertain areas of each document assigned from Tuesday’s meeting

# NEXT MEETING’S AGENDA

* Start to put together draft proposal, assemble and finalise all documents which needs updating or reconsideration

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 16:00 - 16:30 | Discussing the covid situation |
| 16:30 - 16:45 | Finalised forms of communication via **Microsoft** **Teams**, tested |
| 16:45 - 18:00 | Collaborated on doc which needed to be completed/tweaked |
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