TEAM

MEETING NUMBER 1

horizontal line

**Date: 9th Feb 2021**

**Duration: 3hrs (11am-2pm)**

**Location: South Campus Library**

# ATTENDEES

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

# AGENDA

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

* Working on upskilling for C# - collaborative
* Edit and update documents on drive - collaboartive
* Organise new timetables and schedules for new semester with team, client and mentor - collaborative

# NEXT MEETING’S AGENDA

* Review documents on the drive and making sure they are up to date
* Have everyone's timetable updated on the drive

# MEETING MINUTES LOG

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| --- | --- |
| Duration: | Topic: |
| 11:00 - 12:00 | Summary of work completed over the break |
| 12:00 - 13:00 | Update documents |
| 13:00 - 14:00 | Update timetables and schedules |
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