Team Eagle Meeting 1 Agenda

28th December 2020, 5pm

Chair: Hannah

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| **Item** | **Details** | **Time (minutes)** |
| Ongoing meetings | **Decide on the days and time for ongoing meetings.** | 5 |
| Tasks Allocation | **Team Profile**  **Ideal Jobs**:  **Tools:**  **Industry Data:**  **IT Work:**  **IT Technologies**:  **Project Ideas:**  **Style/Continuity**: | 20 |
| Any other business |  | 3 |
| Next meeting | Next chair – Sarah B | 1 |