Team Eagle Agenda – Meeting 2

3rd January 2021, 5pm

Chair: Sarah B.

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| **Item** | **Details** | **Time (minutes)** |
| Team Name | Confirm team name. Option Team Eagle |  |
| Confirm Task Allocation | Confirm all know what tasks they have and what needs to be done. | 5 |
| Run through of outlines/feedback from others/ input needed | Decide on formats and where to save and where to put ideas. Discuss what people need from others. | 10 |
| Deadline for first draft | Discuss and decide draft date. | 5 |
| Project idea | Discuss which project idea from individual assignments to use for group project. | 20 |
| Meeting administration | How meetings will rotate. | 5 |
| Any other business |  | 3 |
| Next meeting |  | 2 |