Team Eagle Minutes – Meeting 8

21st January 2021, 6:30pm

Meeting link: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjI5ZDk2YjYtNjIxNC00YmI4LTgwNGUtNzNiZGZkMjc1Zjk1%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%223b475d46-f425-4a96-876c-e414d6eaadd5%22%7d)

Chair: Sarah B

Attendees: Nathan, Fatima, Sarah C, Hannah

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| **Item** | **Details** | **Time (minutes)** |
| Thank you | The group thanked each other for their contributions and hard work |  |
| Review of rubric | A few issues were noted in the rubric:   * No Git log * No individual ‘surprising’ thing for reflection * Need to complete contribution document | 10 |
| What needs to be done? Who is going to do it? | * Nathan will finish off the tools section to include a few comments about Git log * Each team member will add a surprising thing to the reflection Word document which will be pushed by Sarah C tomorrow * Sarah C will review the reflection section to reflect the rubric and make changes as needed * Sarah C will notify Nathan when she has finished her changes * Nathan will submit the assignment * Check with Juliet re: including agendas/minutes on website and on the format of the submitted doc (what to include in the PDF) * Each team member to sign contribution document in Teams | 10 |
| Who is going to submit? | Nathan | 5 |