**Meeting-Heading**

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| **Meeting Information** | | | |
| Meeting Date/Time | 2023/08/19  3.30 p.m. | | |
| **Participants** | Wijesinghe W.G.T.K.  Madhushan S. H. I.  Lohishan K.  Fahama M. A. R. F.  Gunawardena K. H. D. | | |
| **Estimated Time** | 0.5 hours | Actual Time | 1.5 hours |
| **Special Notes** | First meeting with group members | | |
| **Call/Location Information** | Via Teams | | |
| **Supported Documents** | None | | |

#### Agenda:

* Create Github accounts
* Explained about Github account and how it used for our group project
* Asked to Assign group leader
* Asked Assign convener
* Explain how to take meeting minutes

**Notes/Clarifications:**

**Meeting Minutes:**

The meeting was held on August 19, 2023, at 3:30 p.m. via Zoom. The estimated time for the meeting was 0.5 hours, but it ended up lasting 1.5 hours.

**Action Items:**

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| **Action item** | **Decision made by** |
| * **Assigned K. H. D. Gunwardhana as a group leader.** | **All** |
| * **Assigned W.G.T.K. Wijesinghe as a group convener.** | **All** |
| * **Created The Prototype Nexus Teams group** | **All** |