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**Agenda**

**Team Name: ITC218**

**Date 17/12/19: Time: 7pm Place: Skype**

**Meeting Purpose:**

Assign team member roles, discuss assignment requirements, assign duties, open discussion.

**Topic Time**

1. **Test connection 5 min**
2. Review agenda **2 min**
3. Assign roles **5 min**
4. Discuss assignment **5 min**
5. Break up and assign assignment duties **10 min**
6. **Questions and discussion 15 min**
7. **Summary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5 min**
8. **Meeting Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2 min**