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**Meeting Minutes**

**Team Name** ICT218 Team 2

**Date** 25/11/2019 **Time** 7pm

**Members Present**

Neil Cole, Jacqueline Driver, Maddie Liebich, Jack Carter

**Decisions Made**

Team name was agreed on, Creating the charter, Next iteration (meeting) time, Start formal meeting

agendas from iteration 2.

**Issues Log**

**Resolved Issues**

N/A**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Issues**

N/A**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Item Person Responsible Completion Date**

Agree on Team Name\_\_\_\_\_\_\_\_\_Team\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 25/11/2019**\_\_\_\_\_\_\_\_\_**

Create Team Charter Google DocJack**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 25/11/2019**\_\_\_\_\_\_\_\_\_**

**Meeting Evaluation**

All team members were present and have agreed on a team name and meeting time for the next iteration (2).